

VPFFA Policy Book

June 2025

VPFFA POLICY

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AIM:

To provide guidance for proper performance of Association Executive duties.

SCOPE:

These policies are binding upon all members of the Vaughan Professional Fire Fighters Association and the Executive Board, including the President, Vice President, Secretary and Treasurer as well as all other elected or appointed officials. Where a conflict between these policies and the Constitution of the VPFFA can be shown, the Constitution shall be deemed to be of higher authority and take precedence.

AMENDMENTS:

Amendments to these policies must be submitted by an Executive Committee Member in writing to the Secretary before any Executive meeting. The amendment shall be read at the meeting and if it is seconded, it shall be read, discussed, and voted on. A two-thirds (2/3) majority vote in favour of the amendment shall be required to adopt it. The same procedure shall be followed in order to remove any item from this policy manual.

Policies concerning the financial transactions of the Association are determined by the members during the budget review at the General Meeting in June. Therefore, policies:

18 Budget,
19 Allocation of Association Funds,
20 Remuneration,
21 Travel, and
22 Credit Cards

are **NOT** subject to amendment by the Executive Board except at the budget meeting in June.

POLICIES:

1 EXECUTIVE MEETINGS

Executive meetings shall be held monthly or as required by the President. To constitute a quorum, there must be five (5) executive members present where three (3) of the five (5) must be principal officers. Principal Officers include President, Secretary, Vice President, and Treasurer.

The Executive Meeting may be held in person, or virtually.

2 ORDER of BUSINESS

The following is the order in which the meeting shall be conducted:

1. Call to Order
2. Reading of previous meeting minutes
3. Correspondence/President's Report
4. Report of Standing Committees
5. Report of Special Committees
6. Unfinished Business
7. New Business

8. Adjournment

3 EXECUTIVE BOARD VOTING

All votes taken at the executive meeting on issues placed before the executive shall be recorded.

4 DISMISSAL

Failure to abide by the Policy Book of Local 1595 and the VPFFA Constitution and/or knowingly making false claims shall be cause for dismissal from the Executive Board with a 2/3 (two-thirds) vote. A vote shall be taken by all Executive Members. A vote by the Executive Board shall be taken as a recommendation to the membership. A motion must be put forth at a general meeting by the Executive in order to remove an Executive Member. All Constitution and Bylaws of the VPFFA must be followed. No Executive Member shall be removed from office without a 2/3 (two-thirds) vote of the membership at a General Meeting.

5 DISCIPLINE

The policies and procedures laid out by the International Association of Fire Fighters shall be followed for any disciplinary action taken by the Local.

6 BARGAINING COMMITTEE

The Bargaining Committee shall be appointed annually by the President. The Bargaining Chairman shall be appointed by the Executive Board. The normal practice will be to keep the same Bargaining Committee for an entire Bargaining cycle. The Bargaining Chairman shall prepare a monthly report on any activities that pertain to bargaining.

The Bargaining Committee shall collect and prepare items for submission to the negotiation process. They shall submit an Intent to Bargain Notice to the employer prior to the end of the current contract. The Bargaining Committee shall update the membership as to the current state of negotiations at General Meetings.

During the term of the Collective Agreement if changes are desired, the Bargaining Committee shall be tasked to open negotiations on the specific issues requiring change. Any negotiated change to the Collective Agreement shall be ratified by the membership. Changes that are of an administrative nature, interpretations of awards or clarification of existing language that do not substantially change the agreement do not require ratification.

7 GRIEVANCE COMMITTEE

The Grievance Committee shall be appointed annually by the President. The Vice President shall be the Grievance Chairman unless the Executive Board deems it necessary for another member of the committee to hold the position. The normal practice will be to keep the same Grievance Committee for the entire year. The Grievance Chairman shall prepare a monthly report on any activities that pertain to grievances or potential grievances.

Any member may submit a Letter of Complaint to the employer. As much as possible, the Grievance Committee will attempt to consult with the member prior to their submission of the Letter of Complaint. If the member is unsatisfied with the response at Stage 1, the Grievance Committee will review the facts of the issue and consult with whomever they think necessary

(including legal counsel) before deciding to proceed to Stage 2. The Grievance Chairman is responsible for ensuring that timelines in the grievance procedure are met. All grievances that are filed at Stage 2 shall be reported to the Executive Board at the next Executive Meeting.

If, after Stage 3 of the Grievance Procedure, an issue remains unresolved, the Grievance Chairman shall present the facts of the case to the Executive Board and call for a vote to proceed to arbitration. The Chairman may access any Association resources required to present a clear picture of the case to the Executive Board.

In cases of a sensitive nature, the Grievance Committee may choose to omit the sensitive details when presenting a case to the Executive Board; however, the members of the committee must be fully informed so that they can participate in full discussions of the issues.

In cases where timeliness is important (e.g., termination), the Grievance Committee may proceed before obtaining Executive Board approval but shall bring the matter before the board at the next opportunity for an approval vote.

8 HEALTH and SAFETY COMMITTEE

Members of the Health and Safety Committee are appointed by the Executive Board for a one-year term of office at the June Executive Meeting. Any member in good standing may apply to the Secretary for a position on the committee at least two weeks prior to the meeting. The Health and Safety Co-Chair is appointed by the Executive Board. The Co-Chair is responsible for delivering a monthly report to the Executive Board on all activities of the committee. An Annual Report will be produced for the membership at the June General Meeting.

The Health and Safety Committee will appoint a secretary from within its members to deal with correspondence, agendas, and any other administrative business.

The Health and Safety Committee is an extension of the Executive Board and is subject to oversight and guidance from the board. The role of the committee is to conduct research and to make recommendations regarding all aspects of the health and safety of members. They shall be a resource for the Bargaining Committee, the Uniform Committee, the Wellness Fitness Initiative Committee, and any other committee assigned by the Executive Board.

The employer is responsible for the certification training of Health and Safety Committee members. Whenever possible, all members of the committee should be certified to level two (2) by attending the OPFFA Health and Safety Seminar.

9 WSIB COMMITTEE

Members of the WSIB Committee are appointed by the Executive Board for a one-year term of office. The WSIB Chairman is appointed by the Executive Board. The WSIB Committee is an extension of the Executive Board and is subject to oversight and guidance from the board. The role of the committee is to educate and assist members in filing claims under the Workplace Safety Insurance Act and to advocate on their behalf.

Members of the WSIB Committee will also sit on the Health and Safety Committee. They will be appointed by the Executive Committee for a one-year term of office.

10 POLITICAL ACTION COMMITTEE

The Political Action Committee is made up of members of the Executive Board. The President is the Chair of this committee. The role of the committee is to identify and execute the political goals of the Local and to liaise with the Provincial and International political action committees.

11 BENEVOLENT FUND COMMITTEE

See Article 24 of the Constitution and By-Laws.

12 HUMAN RELATIONS COMMITTEE

See Article 26 of the Constitution and By-Laws.

13 LABOUR MANAGEMENT COMMITTEE

The Labour Management Committee consists of the President, Vice President, and Secretary as well as any other Executive Committee Members deemed necessary. They meet with management on a regular basis to discuss issues as they arise and to find solutions before formal processes are necessary.

14 FINANCE COMMITTEE

Members of the Finance Committee are appointed by the Executive Board for a one-year term of office. The Finance Committee will ensure that all monies are duly accounted for. A maximum of three (3) members from the Association, who do not hold positions on the Executive Committee, will be appointed by the President to sit on this committee. The Vice President or Secretary will also sit as Chair of the committee. The committee will meet four times per year (quarterly).

15 OMERS/Retirement Committee

Members of the OMERS/Retirement Committee are appointed by the Executive Board for a one-year term. The Committee will have a minimum of two (2) Executive Board Members, and a maximum of five members who do not hold positions on the Executive Board. The Committee will keep up to date with all OMERS information and provide information and guidance to members.

Members of the Committee will plan and attend the annual retiree party, order retiree gifts, and maintain communication with retirees.

16 WELLNESS FITNESS INITIATIVE COMMITTEE

Members of the Wellness Fitness Initiative Committee are the President, Vice President, and Secretary. The Wellness Fitness Initiative Committee forms part of the Steering Committee outlined in LOU 05 of the Collective Agreement (*2018-2020 CBA*). Their role is to oversee the ongoing administration of the Health and Wellness Program.

17 UNIFORM COMMITTEE

The Uniform Committee is governed by the Collective Agreement. It will consist of two members representing the Association, designated by the President of the Association. Association members of the Committee will be compensated in accordance with the collective agreement for time spent during committee meetings. The Joint Committee will be responsible to review the uniform clothing and discuss the policy for the appropriate use and wearing of all VFRS-issued clothing items.

18 BUDGET

The Treasurer is responsible for preparing the budget. Each committee chairman is responsible for providing a proposed committee budget to the Treasurer prior to May 1 of each year. The Treasurer will combine all submitted committee budgets and produce an overall budget draft for review by the Executive Board. The Executive Board and Treasurer will meet to produce a second draft of the budget for review and recommendations by the Finance Committee. A special Executive Board meeting will be held to review the draft budget and create a final draft for review by the membership at the June General Meeting. The Association Budget will be presented to the membership at the June General Meeting. Members may propose amendments to the budget prior to voting to approve it. If the budget vote fails, the Executive Board will rework and present an amended budget for review by the membership at the September General Meeting. In the event the budget vote fails, the Treasurer will continue to conduct the day-to-day financial business of the Association.

19 ALLOCATION OF ASSOCIATION FUNDS

All Association money will be allocated into four Accounts (Funds):

a. **General Account**: Normal day-to-day operating account

b. **Contingency Account**: The Board has established a contingency fund to pay debts and obligations which the board determines to be outside the normal operating budget.

c. **Asset Development Fund**: The Board has established an Asset Development Fund that will be used for purchasing and maintaining an Association Office or other capital asset.

d. **Benevolent Account**: This fund generates revenue through fundraising activities and donations. Amounts raised are used to support local charities and community activities. All funds raised are donated to local charities.

All Association dues are deposited in the General Account; from there the money will be allocated to the various accounts as represented in the yearly budget and/or approved by Executive and Finance Committee. When financially feasible, a minimum of $250 per member shall be maintained in the General Account. When additional money is available in the General Account, the money will be transferred into the Contingency Account, which will have a portion of the money invested in a NO-risk GIC. When both the General and Contingency fund together acquire an excess of $1,000 per member, the additional money will be allocated to the Asset Development Fund.

20 REMUNERATION

Executive payment will occur at the end of the month following the month that the expense occurred (i.e., February expenses will be paid March 31). Expenses are due the 1st Monday of the month (for example, February Expenses are due the 1st Monday of March). Expenses that are late more than 3 months past the year-end will not be accepted and compensation will NOT be provided. Expenses will be sent to the President and the Treasurer. All Executive Expenses will be approved by the President, and the President's Expenses will be approved by the Vice-President. Every effort must be made to stay within budget. Any expense that is not in the budget and that is greater than $500 must be preapproved by the Executive and Finance Committee and anything over $5,000 must be preapproved by the membership.

Executive compensation shall be billed by the hour and will be based on half of the hourly rate seen below:

President: Deputy Chief 140%

Principle Officers/Chairs: Platoon Chief 133%

Executive Member/Committee/Shop Steward: Captain 120%

The President's compensation will be based on the above hourly rate paid at 80 hours each month. This will represent the President's yearly salary and will be paid monthly. The President will also have twelve 12hr shift changes a year that don't require to be deferred from his monthly hours. Additional expenses will be billed at the prescribed rates.

21 TRAVEL

Mileage shall be paid to Executive Board Members at the rate stipulated in the Constitution for attending functions. When off duty, mileage shall be calculated from the Association office to the alternate work location (ie. Meetings) unless the distance to the alternate work location is shorter in distance between the Executive or Committee Members home and alternate work location. When on a shift change, and for any meeting, the Executive Board Member is compensated for mileage over what would have been driven to their regularly assigned workplace. If an Executive Board Member is scheduled to work on the day of the meeting, mileage is compensated for what would be over what the member would have driven to their regularly assigned workplace. Mileage will be reimbursed for all Executive meetings and all associated Executive work but will not be reimbursed for attendance to the Association General meetings.

If you are not able to attend the Executive meeting but attend the General meeting, you will not be reimbursed for mileage. When two or more people are travelling to the same destination, every effort should be made to carpool where feasible. If an individual decides not to carpool for personal reasons when carpooling is available, the individual will not submit for mileage. For out-of-town conventions, conferences or seminars, members must make every effort to find the cheapest mode of transportation and mileage will be capped at 600 km each way, an exemption can be made if approved by the President.

Events and learning opportunities exist for VPFFA members to attend. Priority will be given to all events listed in the VPFFA Constitution & Bylaws, article 11.01(a)(b)(c), however, the following events will also be considered: (no particular order)

a. OPFFA Business Session
b. ALTS/Redmond Symposium/Barabara EMS/Human Relations Conference
c. IAFF Memorial (Colorado Springs)
d. Canadian Fallen Firefighters Memorial
e. Ontario Fallen Firefighters Memorial

Every attempt will be made to ensure all events are budgeted for, however, if additional events become available to attend, the Executive Board will decide who/if members can attend, as per the C&BLs and Policy Book.

Accommodation primary selections will be at the event/conference preferred hotel(s). If nothing is available, alternative accommodation may be selected taking proximity to the event site and cost into consideration. Accommodation may be reserved for the duration of the event/conference, one (1) day before the start and one (1) day after the end of the event/conference.
Rooms will be booked as single occupancy, unless otherwise agreed to by the original occupant of the room.

Any incidental and additional charges not associated with accommodation will be paid for by the member.

To allow for any unforeseen circumstances and to protect the Association, when using air or train travel, members should ensure to choose the option that allows for a fully refundable ticket and paid for by credit card that allows for cancellation insurance. It is understood that sometimes this cancellation option does not cover all situations, if no refund/credit is provided, the Executive Board will review the circumstances and determine the appropriate action.

When a car Rental is necessary, every effort will be made to ensure the most reasonable vehicle is chosen for the situation.

Meal reimbursement can be submitted if an individual is away from home for two (2) or more days. Meal reimbursement will only be approved for meals that are not provided, broken down as follows:

- $15 for breakfast
- $25 for lunch
- $45 for dinner

Also, if on a “business lunch,” Committee/Executive Members may expense food and non-alcoholic beverages only. **No alcohol is to be expensed**.

Monthly cell phone, mobile data, home phone, home internet compensation rate is as follows:

President:	$100
Principle/Executive:	$100
Committee Chair:	$80, as approved by the Executive Committee

If traveling outside Canada for VPFFA business, members are eligible to expense travel roaming charges, up to a maximum of $20 per day. Receipts for additional charges must be submitted with monthly expenses for reimbursement.

The telephone numbers shall be published in all workplaces.

All individuals who conduct work for the Association will receive a T4 slip for taxable income.

Any misuse of this policy will result in discipline being decided by the Vaughan PFFA Executive Board.

22 CREDIT CARDS

1) The purpose of the Association credit card will be to alleviate principal officers and any Association Member incurring expenses from carrying a large balance on their personal credit cards on the Association's behalf.

2) Regular credit card access shall be given to the Principle officers of the L1595: President, Vice President, Secretary and Treasurer. Four (4) copies of the card will be issued.

3) The credit card shall be used for expenses associated with union business, such as: airfare, hotels, expenses authorized by the President, union office supplies, station supplies, IAFF, OPFFA, Health and Safety Conference booking fees, car rentals, etc.

4) The Association credit card shall not be used for purchases that contravene the policy book, Constitution and By-Laws, or any other literature that governs the spending of the VPFFA and its officers under any circumstances.

    a. Misuse will be documented by the Executive, funds paid back within 14 days and the individual will lose the credit card privilege for a period of three months.

    b. Further misuse will be documented by the Executive, funds paid back within 14 days, permanent loss of credit card privileges will occur, and the individual(s) may be subject to further discipline by the Association.

5) All receipts will be submitted with monthly time sheets and expense reports. Detailed descriptions of expenses are required.

6) All electronic credit card statements shall be made accessible to the Treasurer and Secretary for monthly review and available at all Finance committee meetings and expense reviews (quarterly). Statements will be broken down by individual card.

7) All peripheral benefits of using the card for expenses (i.e., credit card Cashback or reward points) shall be used for L1595 business.

23 SHIFT CHANGES

Where an Executive Board Member, or other member assigned by the President, is entitled to a shift change under the VPFFA Constitution, approval for the shift change must be obtained from the President. The President's approval shall be deemed to have been given for the following circumstances:

- Executive Meetings, and
- General Meetings, and
- Conventions, Seminars or Conferences specifically assigned by the VPFFA Constitution - Grievance or Interest Arbitrations where the member is required to attend.

In all other situations verbal approval from the President must be obtained before the shift change occurs. For situations that involve the President, the President must obtain verbal approval from the Treasurer before the shift change occurs.

A shift change shall be six (6) hours, twelve (12) hours or twenty-four (24) hours. When the duties of an Executive Board Member for the VPFFA and his or her duties for the VFRS overlap, a shift change shall be obtained for the portion of time that overlaps. If the overlap is more than six (6) hours, then a 12hr shift change shall be obtained or if the total time for VPFFA duties is over twelve (12) hours, then a shift change for the entire shift (24hr) shall be obtained.

Shift change payment will be paid to the individual who agrees to work the shift change.

e.g., An Executive Member who is required to attend an Executive meeting at 0900hrs and also stay for the General meeting at 1800hrs shall obtain a twenty-four (24) hour shift change for the full shift. An Executive Member who is required to attend a special meeting at 0800hrs and then perform Association work in the afternoon should obtain a twelve (12) hour shift change for the daytime and attend work for the night. If an Executive Member needs a (12) hour shift change to attend a meeting and would also like to defer hours to have a 2nd 12-hour shift change, they must follow the criteria described below regarding Deferred hours shift change.

An Association shift change can be used in lieu of compensation, it may occur within the month that the hours of work have been completed, unless approved by the President/Treasurer. No hourly rate compensation will be provided if an Executive Member uses a shift change for Association work. An Association Deferred Hours shift change will be provided when Association work is done prior to, or after, an Executive member's normal work hours. Since the President is compensated by salary, all deferred hours will be deducted from his/her monthly hours.

All Executive Members, including the President, must clearly define their deferred hours on their monthly expense sheets. If deferring hours are being carried over from month to month (i.e. banked), all hours accumulated from June 1st must be used by Nov 30th. Hours accumulated from Jan 1st must be used by the fiscal year end, May 31st. There shall be no carryover of deferred hours into a new fiscal year. Should there be a balance of hours in the" deferred bank", all hours shall be paid out by the end of the fiscal year.

Only members in good standing may perform a shift change for an Executive Board Member or other member. The time and date of the shift change as well as the shift length (e.g., 6 hours, 12 hours, or 24 hours) shall be communicated to the member performing the change. After the shift change is worked, the Executive Board Member or other member shall submit the details of the shift change in writing to the President for final approval and payment by the Treasurer.

All receipts must accompany expense reports, or no reimbursement will be given.
All Compensation will be final upon payment and there will be no retroactive payments.

24 KIT SHOP

Items available in the Kit Shop will be decided by the Executive Board. Items shall be union made goods, however, non-union goods may be purchased if deemed necessary by the Executive Board.

25 OFFICE EQUIPMENT

The Association shall purchase or lease office furniture and equipment to allow for the day-to-day business. Existing office equipment shall be replaced on an "as needed" basis. New equipment purchases shall be submitted through the budget process. If new equipment is required that is not included in the budget, the decision on purchasing will be made by a motion at the Executive Board meeting.

26 STATION SUPPLIES

Each Fire Station upon opening will be supplied with a barbeque and television. All subsequent television cable costs will be borne by the members in the particular station. If a barbeque or television is reported as being broken or worn-out, an Executive Member will examine it as soon as possible to determine if it can be repaired or if it should be replaced. The Executive Member will report the status of the item to the President and the Treasurer. The President may authorize funds, if they are available, to repair or replace the item and delegate an Executive Member to make the appropriate arrangements. All expenditures over $100 (one hundred) will be reported at the next regular meeting. The purchase of new station supplies shall not exceed $700 (seven hundred) for barbeques or $700 (seven hundred) for televisions. Where members from a station wish to purchase a more expensive item, they will only be entitled to the maximum amount. Barbeques and televisions shall not be replaced, regardless of condition, prior to five years after the date of purchase.

27 OFFICIAL CORRESPONDENCE

The four (4) principal officers of L1595 are authorized to correspond with The City or other agencies but the Secretary must be copied. Any correspondence with any form of the media will be done by the President only.

28 WEBSITE AND SOCIAL MEDIA

The Association maintains a website at http://www.vaughanfirefighters.org. It is a tool for communicating with members and other persons interested in the Association. Most of the site is available to the public. A password protected area of the website is intended for members only. Members of the Executive Committee shall provide the webmaster with a general email address that will be received by principle officers, and other addresses as deemed appropriate. To be able to have access to the VPFFA website, the member applying must be in good standing. Also, any retiree wishing to have access to the VPFFA website must retire as a member in good standing and have at least 15 years of service as a Vaughan Firefighter.

The Association may decide to maintain a Facebook, Twitter, Instagram, or other social media account. There may also be a closed group for Local members only. Access to the closed group is restricted to members in good standing and to retirees that retired in good standing and have at least 15 years of service as a Vaughan Firefighter. The group will be moderated by assigned Executive Board members.

29 SOCIAL FUNCTIONS

When financially feasible, the Association shall sponsor an Annual Retiree dinner/lunch. Due to administrative requirements, members who retire or leave the Association after December 31 shall be honoured at the following year's function. Members being honoured shall be entitled to up to two (2) free tickets for themselves and their guest. Additional tickets may be purchased at the retiree price. Retirement gifts shall not exceed 0.5% of a Firefighters 1st class wage, as per Article 13 of the VPFFA C&BLs. The spouse of any Executive Board Member who attends the dinner/lunch shall receive a free ticket.
When financially feasible, the Association may sponsor a Children's Christmas Party in December for members and their immediate families.
When financially feasible, the Association may sponsor, or host a Christmas Party for charity.

30 FUNERALS

Where the death of a fire fighter in Ontario occurs, at least one Executive Member may attend the funeral. If a Line of Duty Death in Ontario occurs, at least one Executive Member shall attend the funeral.
The President, or his designate, shall attend all Line of Duty Death funerals in Ontario. At other fire service funerals, the President may attend or send an official representative of the VPFFA.

31 ASSOCIATION SUPPORT

Recognition of Deceased Retiree Member (Not Active LODD)

Association Executive will be available to assist the family for any of their required needs. The Association may send flowers for the Funeral or make a donation (Max $200) and the Association may provide the Honour Guard (if requested by Family).
If a Retired Member served on the Vaughan PFFA Executive, a donation ($500 max) may be made in recognition of their service to the Association.
Monies will be budgeted every year in the yearly Vaughan PFFA Budget.

All funding for Association Support – Recognition of Deceased Retiree Member, will follow Policy Book and Constitutional requirements.

Recognition of Deceased Vaughan PFFA immediate Family Member

If made aware of a deceased Vaughan PFFA immediate family member (Spouse, Child, or Parent) the Association will do the best of their abilities to honour the family member. The

Association Executive will be available to assist the family for any of their required needs and the Association may send flowers for the Funeral or make a donation (Max $200).
Monies will be budgeted every year in the yearly Vaughan PFFA Budget.

All funding for Association Support – Recognition of deceased Vaughan PFFA Family member, will follow Policy Book and Constitutional requirements.

Coverage for families of L1595 LODD, active and non-active members

Family members wishing to attend the IAFF Memorial in Colorado Springs in recognition of an LODD, will be reimbursed for up to two (2) hotel rooms, for up to two (2) nights in each room, and up to a maximum of $2000 for transportation costs, with receipts. It is agreed that the Association is responsible for booking the accommodation and the family is responsible for booking their own transportation. Qualifying for reimbursement is for immediate family members only.

Local 1595 members wishing to attend a L1595 LODD event in Colorado Springs may request association support/compensation. There will be a maximum of $5000 allocated to this reimbursement, in any given fiscal year, when financially feasible. This amount will be divided amongst the members wishing to attend, up to a maximum of $500 per member. Members are responsible for booking their own travel and accommodation. Prior to any reimbursement, receipts for accommodation and/or travel shall be submitted to the treasurer within 30 days of returning from Colorado Springs FFFM.

E.g. $5000 / 6 members = $833.33, therefore $500 max per member
$5000 / 14 members = $357.14 per member

32 MEMBERSHIP

Any person who qualifies for membership under the rules contained in the Constitution shall be sworn-in at a regular meeting. The swearing-in of new members shall be the first item of business on the agenda before the reading of the previous minutes. The person chairing the meeting (usually the President) shall conduct the swearing-in. Each new Member shall be given a copy of the oath and asked to read it aloud inserting their name where appropriate. The Chair of the meeting shall then welcome the new members. Each new Member shall arrange with the Treasurer to pay the initiation fee. The Secretary shall record the names and particulars of each new Member at the end of the meeting and forward them to the General Secretary of the International Association of Fire Fighters.

33 HIGHER EDUCATION

Higher education is defined as education that is above the “normally” offered education that is normally offered/provided through the OPFFA, IAFF and education attended by Vaughan PFFA in the past. Only Higher Education that will benefit the Association will be considered for reimbursement.

Individuals interested in acquiring higher education must submit a request, a minimum of 30 days prior to the start of course, to the President or Secretary with the following information:

(a) Description of course and how it will benefit Association, and
(b) Cost of Higher Education, and
(c) Estimated completion of Higher Education

The President or Secretary will review information and send to Executive for Final Approval.

Member or Executive Member must pay for the course themselves and will only be reimbursed after successful completion of course. Upon successful completion of Higher Education, the individual must submit a receipt along with proof of completion to receive reimbursement.

For Higher Education that involves multiple courses (ie. Certificate/Degree), it is understood that each individual course will be reimbursed as a standalone and it is not required to complete the entire program before being reimbursed.

All funding for Higher Education will follow the Policy Book, Constitutional requirements and will be a maximum of $2000 lifetime per person, unless otherwise approved by the Executive Board.

34 ELECTIONS

Elections shall be outlined in the VPFFA Constitution and By-Laws. The Election Committee may consist of Executive Board members, or members appointed by the President. All Election Committee members shall be present during the time of voting and counting of ballots.

Newly elected members shall take office at the first Executive Board meeting following the Election.

No candidates shall campaign within 50 meters of the union office during the time of voting.

Any member on the ballot may have a scrutineer present.