



NATIONAL ASSEMBLY EQUALIZATION GUIDELINES

A. Travel Fund

The National Assembly Finance Committee will use the process described below to determine the amount each eligible CLC Community will be asked to contribute to the National Assembly Travel Fund. This guideline provides a framework with the Finance Committee making appropriate and necessary adjustments within the intent of SOP #013 and purpose of the Travel Fund.

1. Establishing an amount for travel costs:

- a) Approximately one year prior to the Assembly, information about the cost of regular economy air fare on the most economical national carrier from approximately 4 travel centers to the location of the Assembly will be gathered. For example, using Central Region as the location, the following data would be calculated:

<u>Assembly In Central</u>	
Halifax to Toronto:	\$497
Charlottetown to Toronto:	\$461
Winnipeg to Toronto:	\$532
Calgary to Kitchener	<u>\$586</u>
Total :	\$2076
Average:	\$519

In other years these fare rates would be used :

<u>Assembly in Maritimes</u>	<u>Assembly in Prairies/Rockies</u>
Toronto to Halifax	Halifax to Calgary
Ottawa to Halifax	Charlottetown to Calgary
Winnipeg to Halifax	Winnipeg to Calgary
Calgary to Halifax	Toronto to Calgary

- b) Using current data from time to time on the number of eligible CLC communities (those who have been in CLC for a minimum of a year), calculate the cost of air travel for communities likely to require air travel as follows:

Assembly Location - - - - -	Central	Maritimes	Prairies/Rockies
Total	No.	No.	No.
Eligible	Trav.	Trav.	Trav.
<u>Com'ty</u>	<u>By Air</u>	<u>By Air</u>	<u>By Air</u>
Rockies	7	7	0
Prairies	4	4	0
Central	23	23	23
Maritimes	<u>18</u>	<u>0</u>	<u>18</u>
	52	34	41

Cost based on Average Air Fare:  $\$519 \times 29 = \$15,051$  (changes depending on location)  
 Assembly Travel Fund Contribution from all communities:  $\$15,051 \div 52 = \$289.44$  round to \$290.