



# Regional Board Policy

## BOARD EXPENSE POLICY

<b>Category:</b> Finance	<b>Number:</b> 7.15	<b>Replaces:</b> 7.12
<b>Type:</b>	<b>Authority:</b>	<b>Approved By:</b>
<input checked="" type="checkbox"/> <b>Policy</b> <input type="checkbox"/> <b>Procedure</b>	<input checked="" type="checkbox"/> <b>Board</b> <input type="checkbox"/> <b>Administrative</b>	<input checked="" type="checkbox"/> <b>Board</b> <input type="checkbox"/> <b>CAO</b> <input type="checkbox"/> <b>Department Head</b>
<b>Office of Primary Responsibility:</b> Corporate Services		
<b>Date Adopted:</b> September XX, 2022		<b>Date to be Reviewed:</b> Every 4 years
<b>Manner Issued:</b> Posted on the RDCO Website and the RDCO Loop (staff intranet)		

### **PURPOSE:**

All remuneration and expenses claimed under this policy shall be in accordance with Bylaw No. 1421, 2018. Where not specifically stated, this policy applies to the Chairperson, Vice Chairperson, Directors and also to First Nation and Alternate Directors when the Board has authorized their attendance.

### **POLICY:**

#### **Remuneration**

- 1) The annual remuneration for the Chairperson, Vice Chairperson, Municipal Directors, and Electoral Area Directors is found in Schedule A of Bylaw No. 1421.
- 2) Remuneration for regular and committee meeting attendance for the Chairperson, Vice Chairperson, Directors, Alternate Directors, and the Director appointed to represent Chief and Council of Westbank First Nation is found in Schedule B of Bylaw No. 1421.

#### **Mileage**

- 3) When attending to Regional District business, mileage may be claimed when Directors are using their cars. The rate paid is that established by Revenue Canada.
- 4) Whenever possible, Directors should carpool to Board approved events. Furthermore, whenever it is more economical, Directors should consider the use of a rental vehicle to attend out of District events.

### **Per Diem**

- 5) When attending out of District meetings, seminars, conferences, or other business authorized by the Board, Directors are entitled to receive a per diem for meals and incidentals, no receipts required. When attending for a full day, as defined in the Bylaw, a Director is entitled to receive \$69 (breakfast \$17.00, lunch \$17.00 and dinner \$35.00). When attending for a half-day, as defined in the Bylaw, a Director is entitled to receive \$32.
- 6) When all meals are provided at the meetings, seminars, and conferences authorized by the Board, Directors are entitled to receive only the incidental portion of the per diem. The incidental amount for attending a full day is \$15.00, and the incidental amount for attending a half-day is \$7.00.
- 7) Incidental expenses authorized in paragraphs 9 and 10 above are intended to cover gratuities, portage, personal phone calls, laundry, and dry cleaning.

### **Expenses for attending Conference and Seminars (All Directors)**

- 8) Prior to obtaining the approval of the Regional Board to attend a seminar or conference, directors shall provide, if requested by the Board, an estimate of costs in writing at the time of request.
- 9) When the registration fee for a local course or seminar is less than \$100.00, either the Chairperson or the Administrator may give approval.
- 10) When attending out of District meetings, seminars, conferences, or other business authorized by the Board, Directors are entitled to claim receipted expenses for the following:
  - i) ferry tolls, ferry reservation fees and highway tolls;
  - ii) airline tickets including all fees and charges;
  - iii) bus, taxi, and limousine services;
  - iv) parking charges;
  - v) business phone calls;
  - vi) accommodation.
- 11) In lieu of commercial accommodation referred to in paragraph 14(vi), Directors may use private accommodation and claim \$50.00.00 per night.

### **Electoral Area Expenses (Electoral Area Directors)**

- 16) Expenses, including mileage, incurred by Electoral Area Directors for attending community meetings related to their work on the Board of Directors shall be charged to the electoral area.

### **Election Expenses**

- 17) A Director seeking an elected position with the Union of B.C. Municipalities, the Okanagan Mainline Municipal Association, or the Federation of Canadian Municipalities

shall be entitled to receive fifty percent (50%) of the expenses incurred to a maximum of \$350.00.

**Effective Date**

This amended policy “Regional District of Central Okanagan Board Expense Policy” will come into effect November 1, 2022.

**\*\*\* END OF POLICY \*\*\***

<u>Policy No.</u>	<u>Date Adopted</u>	<u>Date Reviewed</u>	<u>Amended (Y/N)</u>	<u>Date Reissued</u>	<u>Authority(Resolution #)</u>
7.15					