

REGIONAL DISTRICT OF CENTRAL OKANAGAN

POLICY AND PROCEDURES MANUAL

Chapter:	7	FINANCE	Policy Resolution No. #239/08
Section:	7.15	Board Remuneration and Expense Policy	Page No.: 715
			Resolution Date: October 27, 2008
EFFECTIVE DATE:	January 1, 2009		Repeals Policy: 7.12

7.15 Board Remuneration and Expense Policy

THAT the Board Remuneration and Expense Policy 7.12 be repealed and Board Remuneration and Expense Policy 7.15 be approved this 27th day of October 2008.

All remuneration and expenses claimed under this policy shall be in accordance with Bylaw No. 1247, 2008. Where not specifically stated, this policy applies to the Chairperson and also to Alternate Directors when the Board has authorized their attendance.

Remuneration

- 1) The annual remuneration, excluding remuneration for attending meetings, for the Chairperson, Municipal Directors, and Electoral Area Directors is found in Schedule A of Bylaw No. 1247.
- 2) Remuneration for meetings as described in Schedule B of Bylaw No. 1247 and authorized in the Bylaw shall be one hundred and thirty dollars (\$130.00) for each full day meeting and sixty-five dollars (\$65.00) for each half-day meeting.
- 3) An Alternate Director attending a Board meeting on behalf of a regular Board member shall be entitled to receive \$90 for each meeting.
- 4) The Chairpersons of duly constituted Board committees shall be eligible to receive additional remuneration of twenty-five dollars (\$25) per meeting.
- 5) A Director of the Regional District Board when chairing a duly constituted Board meeting in the absence of the Chairperson shall be eligible to receive remuneration of \$100. Such remuneration will not be available in part or in whole when the Director assumes the role of Chairperson for a segment of the meeting.
- 6) The Chairperson of the Regional District Board shall receive the use of a leased vehicle for the purpose of conducting the business of the Regional District.

Mileage

- 7) 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.
- 8) Whenever possible, Directors should car pool 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

- 9) 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 \$65 (breakfast \$12.50, lunch \$12.50 and dinner \$25.00). When attending for a half-day, as defined in the Bylaw, a Director is entitled to receive \$32.
- 10) 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.
- 11) Incidental expenses authorized in paragraphs 9 and 10 above are intended to cover gratuities, portorage, personal phone calls, laundry and dry cleaning.

Expenses for attending Conference and Seminars (All Directors)

- 12) 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.
- 13) When the registration fee for a local course or seminar is less than \$100.00, either the Chairperson or the Administrator may give approval.
- 14) When attending out of District meetings, seminars, conferences or other business authorized by the Board, a 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.
- 15) In lieu of commercial accommodation referred to in paragraph 14(vi), Directors may use private accommodation and claim \$30.00 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 policy "Regional District of Central Okanagan Board Remuneration and Expense Policy" will come into effect January 1, 2009.