

**REPORT TO GOVERNANCE COMMITTEE
MEETING OF WEDNESDAY, OCTOBER 06, 2021**

SUBJECT **Process to Claim Expenses under CRD Board Remuneration and Travel Expense Reimbursement Policy**

ISSUE SUMMARY

To provide clarity to the process to claim expenses under the Capital Regional District's Board Remuneration and Travel Expense Reimbursement Policy.

BACKGROUND

The Capital Regional District (CRD) Board has established a policy which outlines the Board remuneration and travel expenses reimbursement guidelines. In a recent financial audit of the 2020 financial statements, as reported to the CRD's Chief Financial Officer in their May 2021 "Reporting on internal control matter", the external auditors KPMG recommended clarity be added on the timing of expense submission and the provision of supporting documentation. Specific KPMG observations were to ensure that submissions of expenses, with receipts/verifications of expenses, be submitted in a timely manner and within the 30-day period required of policy. A copy of the KPMG audit was provided to the CRD Board on May 12, 2021.

To comply it is recommended that the Board Remuneration and Travel Expense Reimbursement Policy be updated to include the standard administrative process for the claiming of expenses. Specific recommended administrative amendments are as follows:

- (a) To best ensure attendance tracking for remunerated events where no external verification of attendance is available, that the Director/Alternate Director shall certify their attendance with CRD Legislative Services;
- (b) To adhere to standard travel expense claims protocols, that Directors/Alternate Directors shall submit these to CRD Legislative Services within thirty (30) calendar days of the period in which the expenses were incurred.

ALTERNATIVES

Alternative 1

The Governance Committee recommends to the Capital Regional District Board:
That Schedule 1 of the Capital Regional District's Board Remuneration and Travel Expense Reimbursement Policy be updated to include the administrative process for the claiming of expenses, as found in Appendix A.

Alternative 2

That this report be referred back to staff for additional information.

IMPLICATIONS

Financial Implications

This amendment aligns to the recommendations of the CRD's auditors for best accounting practices. This does not impact or alter what expenses are allowable for reimbursement.

CONCLUSION

The CRD has established a Policy for Board remuneration and travel expenses, and it has been recommended by the CRD's external auditors that this be amended to include the process for the claiming of travel expenses to meet best practice.

RECOMMENDATION

The Governance Committee recommends to the Capital Regional District Board:
That Schedule 1 of the Capital Regional District's Board Remuneration and Travel Expense Reimbursement Policy be updated to include the administrative process for the claiming of expenses, as found in Appendix A.

Submitted by:	Chris Neilson, MBA, CPHR, Senior Manager Human Resources
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

ATTACHMENT(S)

Appendix A: Board Remuneration and Travel Expense Policy (Schedule 1 amendments highlighted)