



Making a difference...together

CAPITAL REGIONAL DISTRICT BOARD POLICY

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| Section | <i>Board</i> | 4.00(HR) |
| Subsection | Policies, Procedures, Manuals | |
| Title | Board Remuneration and Travel Expense Reimbursement | |

POLICY:

Board of Directors Remuneration and Travel Expense Policy.

PURPOSE:

To outline the Board remuneration and travel expense reimbursement guidelines.

RESPONSIBILITIES:

Human Resources, in consultation with Finance and Technology and Corporate Services, is responsible for the control, coordination, and implementation of the policy. Modifications to the overall policy are to be approved by the Capital Regional District (CRD) Board.

SCOPE:

The policy applies to all CRD Board Directors, Commission members, certain Board appointees to external Board.

DEFINITIONS:

"board remuneration" means any compensation paid to Board Directors, certain Commission members, and Board appointees to external Boards as approved by the CRD Board in exchange for undertaking CRD business activities.

BACKGROUND

The CRD Board approved a new Board remuneration framework on September 9, 2015. A primary driver for establishing a CRD Board remuneration philosophy was to recognize the significant amount of commitment required of Directors and to design an approach that would assist with engagement as well as attendance.

PROCEDURE:

1. All Board Directors, certain Commission members, Municipal Councillors and certain Board appointees to external Boards shall receive an annual stipend and/or a payment per meeting and travel expenses as per CRD Board Remuneration and Travel Expense Policy - Schedule 1.
2. Eligibility for payments is defined in CRD Directors Appointments by Committees, Commissions to External Board - Schedule 2.
3. The remuneration amounts will be adjusted annually, by CRD Payroll Services, based on the Consumer Price Index for the Victoria area for the twelve months ending December 31 of the preceding year.
4. The remuneration structure will be reviewed periodically as directed by the Board.

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|------------------------------------|--|--------------|-------|
| Board Resolution Approval Date: | September 9, 2015 (Revised April 18, 2016) | Approved By: | Board |
| 1. Amendment Date: | | Approved By: | |
| 2. Amendment Date: | | Approved By: | |
| 3. Amendment Date: | | Approved By: | |
| Next Review Date: | | Reviewed By: | |
| Supersedes: | | | |

CRD Board Remuneration and Travel Expense Policy – Schedule 1
Effective January 1, 2018

| | REMUNERATION | EXPENSE ALLOWANCE | TOTAL | |
|---|---|-------------------|--------|--------|
| ANNUAL STIPENDS | | | | |
| Paid periodically throughout the year (currently, biweekly) | | | | |
| 1 | CRD / CRHD Board Directors Includes all CRD/CRHD Board meetings, Committee of the Whole Meetings, and two Standing Committee* commitments *where defined as a standing committee in bylaws or terms of reference AND members are appointed by the Board Chair | 11,755 | 5,877 | 17,632 |
| 2 | Electoral Area Directors (additional) | 21,864 | 10,932 | 32,796 |
| 3 | CRD Board Chair (additional) | 17,287 | 8,644 | 25,931 |
| 4 | CRD Board Vice-Chair (additional) | 3,457 | 1,729 | 5,186 |
| 5 | CRHD Board Chair (additional) (Not paid if the CRHD Board Chair is also the CRD Board Vice-Chair) | 3,457 | 1,729 | 5,186 |
| 6 | Board Standing Committee Chair, CRD Arts Commission Chair & Solid Waste Advisory Commission Chair (additional) (when appointed by CRD Board Chair) | 1,729 | 864 | 2,593 |
| 7 | Additional Board Standing Committee(s) (additional) (Payable if Standing Committee Membership exceeds the two remunerated in Section 1) | 3,457 | 1,729 | 5,186 |
| PER MEETING PAYMENTS | | | | |
| Paid for scheduled attendance at a meeting, except where such meeting has been cancelled in advance | | | | |
| 8 | Alternate CRD/CRHD Board Director and Acting Standing Committee Chair | 67 | 33 | 100 |
| 9 | CRD Board Directors - Local & Sub-Regional Commission/Committee Meetings Does not apply when: i. Commission /Committee within the responsibilities of the Electoral Area Director ii. Remuneration is already paid by the Commission iii. The Committee/Commission is not eligible for payment by Act, Regulation, Bylaw or other | 67 | 33 | 100 |

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| 10 | CRD Board Directors – appointed by CRD to External Board Does not apply when: i. External Board falls within the responsibilities of the Electoral Area Director ii. Remuneration is already paid by the External Board iii. The External Board is not eligible for payment by Act, Regulation, Bylaw or other | 67 | 33 | 100 |
| 11 | CRD Municipal Directors who vote on Part 26 Decisions of Juan de Fuca Electoral Area Applies only when: a. Attendance at a JDFEA land use committee meeting of which the director is a member b. Attendance at any land use public hearing of the JDFEA regarding an area where the director is eligible to vote on decisions at the CRD Board Does not apply to the Electoral Area Director | 67 | 33 | 100 |
| 12 | Alternate CRD Electoral Area Director attending formal Local and Sub-Regional Commission meetings in place of the Electoral Area Director | 67 | 33 | 100 |
| 13 | All Commissioners - Regional Water Supply Commission | 67 | 33 | 100 |
| 14 | Forum of Councils – First Nations, Municipal Councilors and Directors | 67 | 33 | 100 |
| TRAVEL EXPENSES | | | | |
| 15 | All Director Travel - to and from meetings where the Director is a member | \$0.50 | Per km. for regularly constituted meetings of Board, Commissions, Standing, and Select Committees | |
| DIRECTOR TRAVEL Within Capital Region/Vancouver Island and Lower Mainland | | | | |
| 16 | Travel by Personal Automobile | \$0.50 | Per kilometre | |
| 17 | Travel by Bus, Train, Ferry, Air (economy class) | Actual expense | Payable upon receipt | |
| DIRECTOR TRAVEL Outside Capital Region/Vancouver Island and Lower Mainland | | | | |
| 18 | Travel by Personal Automobile | \$0.50 | Per kilometre | |
| 19 | Travel by Bus, Train, Ferry, Air (economy class), Car Rental (mid-size) | Actual expense | Payable upon receipt | |
| 20 | Electoral Area Director Travel - within Electoral Area | \$0.50 | For travel greater than 10km from EA Director's residence within the EA or their office, provided the destination is a place to conduct EA business | |

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|--|--|-------------|--|
| 21 | CRD Board Chair, CRHD Board Chair, Standing Committee Chair - including Acting Chairs | \$0.50 | For any business travel of the Board or Standing Committee, provided the expenses are incurred outside the municipality or EA which the Chair represents |
| MEALS | | | |
| 22 | For Travel Requiring Greater-Than 24 Hours from Place of Residence | \$63 | Per diem allowance for meals, gratuities, parking, local calls |
| | For Travel Requiring Less-than 24 Hours from Place of Residence | | |
| 23 | - Breakfast | \$10.50 | See Footnote 1 |
| 24 | - Lunch | \$21.00 | See Footnote 1 |
| 25 | - Dinner | 31.50 | See Footnote 1 |
| OTHER | | | |
| 26 | Seminars, Courses, Conferences, Meetings | Actual Cost | Registration Fees paid for single participation (Receipt required) |
| 27 | Accommodation | Actual Cost | Based on single occupancy |
| 28 | Taxi Expenses | Actual Cost | Receipts are required |
| 29 | Long Distance Telephone Calls | Actual Cost | Receipts are required |
| <u>FOOTNOTE</u> | | | |
| (1) Meal payments will be paid as follows: | | | |
| | If Departure Prior to: | 7:00am | Breakfast, Lunch, Dinner |
| | | 12:00noon | Lunch, Dinner |
| | | 6:00pm | Dinner |
| | If Return After: | 12:30pm | Breakfast, Lunch |
| | | 6:00pm | Breakfast, Lunch, Dinner |

CRD Board Remuneration and Travel Expense Policy – Schedule 2
Effective January 1, 2018

Remuneration Eligibility Table

| Regional Board and Standing Committees | See Footnote |
|--|-------------------------|
| Capital Regional District Board | 1 |
| Capital Regional Hospital District Board | 1 |
| Committee of the Whole | 1 |
| Core Area Liquid Waste Management Committee | 1, 2 |
| Electoral Area Services Committee | 1, 2 |
| Emergency Management Committee | 1, 2 |
| Environmental Services Committee | 1, 2 |
| Finance Committee | 1, 2 |
| Governance Committee | 1, 2 |
| Integrated Resource Management Advisory Committee | 1, 2 |
| Planning, Transportation and Protective Services Committee | 1, 2 |
| Regional Parks Committee | 1, 2 |
| Special Task Force on First Nations Engagement | 7 |
| Solid Waste Advisory Committee | 7 |
| Transportation Select Committee | 1, 2 |

Footnotes:

1. *Within Director's core responsibilities*
2. *Eligible for additional Standing Committee payment, if Director already sits on two (2) Standing Committees*
3. *Eligible for per meeting payment*
4. *Not eligible for payment: Commission/Board falls within the responsibilities of an Electoral Area Director*
5. *Not eligible for payment: Commission/Board already makes a payment for attendance*
6. *Not eligible for payment: Commission/Board ineligible by Act, Regulation, Bylaw or other*
7. *Not eligible for payment: Sub-Committee to a Standing Committee*

| Director Appointments to Local & Subregional Commissions | See Footnote |
|---|-------------------------|
| Arts Commission | 3 |
| East Sooke Fire Protection and Emergency Response Service Commission | 4 |
| Fernwood Dock Management Commission | 4 |
| Galiano Island Parks and Recreation Commission | 4 |
| Juan de Fuca Economic Development Commission | 4 |
| Juan de Fuca Electoral Area Parks and Recreation Advisory Commission | 4 |
| Juan de Fuca Land Use Committee | 4 |
| Juan de Fuca Water Distribution Commission | 3, 4 |
| Lyall Harbour/Boot Cove Water Local Services Committee | 4 |
| Magic Lake Estates Water and Sewer Committee | 4 |
| Mayne Island Parks and Recreation Commission | 4 |
| North Galiano Fire Protection and Emergency Response Service Commission | 4 |
| Otter Point Fire Protection and Emergency Response Service Commission | 4 |
| Pender Islands Parks and Recreation Commission | 4 |
| Peninsula Recreation Commission | 3 |
| Port Renfrew Fire Protection and Emergency Response Service Commission | 4 |
| Port Renfrew Utility Services Committee | 4 |
| Regional Housing Trust Fund Commission | 3 |
| Regional Water Supply Commission | 5 |
| Saanich Peninsula Wastewater Commission & Water Commission | 3 |
| Salt Spring Island Community Economic Development Commission | 4 |
| Salt Spring Island Electoral Area Emergency Program Advisory Commission | 4 |
| Salt Spring Island Parks and Recreation Advisory Commission | 4 |
| Salt Spring Island Transportation Commission | 4 |

Footnotes:

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7. *Not eligible for payment: Sub-Committee to a Standing Committee*

| Director Appointments to Local & Subregional Commissions (con't) | See Footnote |
|---|-------------------------|
| Saturna Island Parks and Recreation Commission | 4 |
| Shirley Fire Protection and Emergency Response Service Commission | 4 |
| Skana Water Service Committee | 4 |
| Sooke and Electoral Area Parks and Recreation Commission | 3, 4 |
| Southern Gulf Islands Community Economic Development Commission | 4 |
| Southern Gulf Islands Electoral Area Emergency Advisory Commission | 4 |
| Southern Gulf Islands Harbours Commission | 4 |
| Southern Gulf Islands Public Library Commission | 4 |
| SSI - Beddis Water Service Commission | 4 |
| SSI - Cedar Lane Water Service Commission | 4 |
| SSI - Cedars of Tuam Water Service Commission | 4 |
| SSI - Fernwood Water Local Service Commission | 4 |
| SSI - Fulford Water Service Commission | 4 |
| SSI - Ganges Sewer Local Services Commission | 4 |
| SSI - Highland Water and Sewer Services Commission | 4 |
| SSI - Salt Spring Island Liquid Waste Disposal Local Service Commission | 4 |
| Sticks Allison Water Local Service Committee | 4 |
| Surfside Park Estates Water Service Committee | 4 |
| Traffic Safety Commission | 3 |
| Victoria Family Court and Youth Justice Committee | 3 |
| Wilderness Mountain Water Service Commission | 4 |
| Willis Point Fire Protection and Recreation Facilities Commission | 4 |

Footnotes:

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7. *Not eligible for payment: Sub-Committee to a Standing Committee*

Regional Board Appointments to External Boards

| | See Footnote |
|--|-----------------|
| Capital Region Housing Corporation, Board of Directors | 6 |
| Capital Regional Emergency Services Telecommunications | 5 |
| Greater Victoria Coalition to End Homelessness | 6 |
| Greater Victoria Harbour Authority Board | 5 |
| Greater Victoria Labour Relations Board | 3 |
| Gulf Islands National Park Reserve Advisory Board | 4 |
| Island Corridor Foundation Board | 5 |
| Municipal Finance Authority | 5 |
| Regional Representative to the Treaty Table | 3 |
| Salt Spring Island Ferry Advisory Committee | 4 |
| South Pender Island Fire Protection Society | 4 |
| Southern Gulf Islands Ferry Advisory Committees | 4 |
| Vancouver Island Regional Library | 4 |

Footnotes:

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