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## CAPITAL REGIONAL DISTRICT BOARD POLICY

Policy Type	Board		
Section	Policies, Procedures, Manuals		
Title	Board Remuneration and Travel Expense Reimbursement		
Adopted Date	September 9, 2015	Policy Number	4.00(HR)
Last Amended	February 10, 2020		
Policy Owner	Human Resources		

### 1. POLICY:

Board of Directors Remuneration and Travel Expense Policy.

### 2. PURPOSE:

To outline Board remuneration and travel expense reimbursement guidelines. 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.

### 3. SCOPE:

The policy applies to all CRD Board Directors, Commission members, **First Nations Members** and certain Board appointees to external Board.

### 4. DEFINITIONS:

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

### 5. PROCEDURE:

1. All Board Directors, certain Commission members, Municipal Councillors, **First Nations Members** 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 – Schedule 3.

4. The remuneration structure will be reviewed periodically as directed by the Board.

**6. SCHEDULE:**

- A. Schedule 1 - CRD Board Remuneration and Travel Expense Policy
- B. Schedule 2 - Remuneration Eligibility Table
- C. Schedule 3 - CRD Board Remuneration Philosophy

**7. AMENDMENT(S):**

<b>Adoption Date</b>	<b>Description:</b>
September 9, 2015 (Revised April 18, 2016)	<i>Approved by the Board</i>
April 12, 2017 (eff. January 1, 2017)	<i>Amendment 1, approved by the Board</i>
May 9, 2018 (eff. January 1, 2019)	<i>Amendment 2, approved by the Board</i>
February 10, 2020 (Schedule 1 and 2 updates)	<i>Amendment 3, approved by Human Resources (eff January 2020 Schedule 1; December 2019 Schedule 2)</i>

**8. REVIEW(S)**

<b>Review Date</b>	<b>Description:</b>
December 9, 2020	Proposed amendment to include First Nation Members. Pending approval by the Board.

**9. RELATED POLICY, PROCEDURE OR GUIDELINE:**

Board Procedures Bylaw No. 3828