

# C·R·N·W·S·C

## CAPITAL REGION NORTHEAST WATER SERVICES COMMISSION REMUNERATION AND EXPENSE POLICY

**Policy:** To ensure Board Members and Alternates are reasonably compensated for their time and expenses.

**Procedures:**

1. Board Members and Alternates are entitled to receive honorariums and reimbursement for reasonable expenses for the following:
  - a. Regular and special Board meetings.
  - b. Board Committee meetings.
  - c. Other meetings or events authorized by the Board.
  - d. Conferences, conventions, seminars, and workshops as per the Board Development Policy.
  
2. Honoraria:
  - a. Honoraria will be based on the rate set by Commission Board at the spring meeting.
  - b. Board Members will be paid during time away and for the travel day before and after if required at 1.5 times the meeting honorarium rate for attendance at a conference or convention to reflect the extended hours normally required.
  - c. The Board Chair will receive a monthly honorarium of 1.8 times the rate to reflect the extra time for agenda planning and liaison with the Commission Manager and external parties.
  - d. Pursuant to the Federal Income Tax provisions, one-third of the honorarium will be considered a tax free allowance for expenses incidental to the discharge of the elected official's duties.
  - e. Honoraria and the one-third allowance paid to the Board Members shall be reported annually on submissions to Revenue Canada (T4).
  
3. Expenses:
  - a. Board members can claim vehicle mileage to attend meetings and events within the Capital Region at the rate prescribed by Revenue Canada as the "non-taxable reasonable per-kilometer allowance" at the rate approved annually at their spring Board Meeting.
  - b. The Commission will reimburse the actual cost of travel by commercial carrier or rental vehicle. Persons should travel by the most economical means and take advantage of discounted rates or fares for which they are eligible.
  - c. Travel by private vehicle in lieu of air travel will be reimbursed at the rate set out above but shall not exceed an estimate of the commercial air fare to the same location plus the cost of roundtrip mileage to the airport, airport parking as well as taxi/shuttle expenses to and from the airport at the destination.
    - i. Board members will advise CRNWSC Manager of their intention to travel by alternate means at the time of registration of an event. Commission Manager will determine the equivalent airfare to be claimed based on the estimated airfare at the time of registration.

- d. The Commission will reimburse the actual cost of standard commercial accommodation which is reasonable, conveniently located and comfortably equipped. Persons should take advantage of discounted rates for which they are eligible.
- e. A Board Member travelling on Commission business who stays at their own secondary residence or with a relative or friend may claim \$100.00 for accommodation without a receipt.
- f. Meals (excluding alcohol but including taxes and gratuity) will be reimbursed on the basis of receipts submitted, or if no receipts in accordance with the following.
  - i. Meal claims supported by receipts shall not exceed \$100 per day.
  - ii. No single meal can exceed \$50.
- g. Miscellaneous expenses (e.g., baggage fees, long distance phone calls, etc.) are reimbursed on the basis of receipts submitted.
- h. To obtain reimbursement a Board Member must submit receipts for the following expenses:
  - i. travel by commercial carrier, rail or bus
  - ii. taxi trips
  - iii. car rentals
  - iv. parking charges
  - v. any promotion or hosting costs
  - vi. long distance telephone calls (related to CRNWSC business only)
  - vii. registration fees
  - viii. any other approved expenses
- i. Where expenses are incurred in a country outside of Canada the Board Member will be reimbursed at the exchange rate paid or the prevailing rate on the day claimed.
- j. Costs will be reimbursed for travel insurance which may include medical, cancellation, and baggage insurance.

4. Exclusions:

- a. No spousal expenses will be paid by the Commission unless approved by the Board for special events.
- b. No tickets, registration fees, donations to a registered federal or provincial political party may be claimed in accordance with Federal and Provincial statute pertaining to elections.

**Date Approved: January 29, 2015**

**Resolution # 2015.01.29.04**