



**CAPITAL REGION NORTHEAST WATER SERVICES COMMISSION
REMUNERATION AND EXPENSE POLICY 2021- 001**

POLICY:

The purpose of this policy is ensure Board Members are reasonably compensated for their time and expenses. Board Members are entitled to receive honorariums and reimbursement for reasonable expenses for the following:

1. Regular and special Board meetings.
2. Board Committee meetings.
3. Other meetings or events authorized by the Board.
4. Conferences, conventions, seminars, and workshops as per the Board Development Policy.

Part I – Honoraria

1. A director of a member municipality is entitled to receive an honorarium for participating in a meeting of the Board, a committee, working group or task force established by the Board.
2. If the Board requests a director of a member municipality to carry out any function in addition to the regularly scheduled Board meetings the person may receive an honorarium for:
 - i.) meetings with government officials on behalf of the Commission;
 - ii.) making a presentation on behalf of the Commission,
 - iii.) meeting with representatives of other Commissions, and
 - iv.) holding a news conference on behalf of the Commission.
3. The honoraria payable to the Board of Directors of the Commission, for these authorized purposes, are set out in the schedule of this policy for:
 - i.) the Commission Chair,
 - ii.) Directors.
4. Honoraria will be paid with respect to return travel time between the director's residence (or some intervening point if the trip is for other than CRNWSC Board purposes) and the meeting location to a maximum six-hour round trip.
5. No honoraria will be paid for attendance at funerals or social events such as golf tournaments, receptions, and similar occasions unless the activity is scheduled as a function of the Board.

Part II - Expenses

General

6. Honoraria paid to any Board members shall be reported annually to Revenue Canada.

Transportation

7. The Commission will reimburse the actual cost of travel on Commission business by rental vehicle or commercial carrier. Board Members should take advantage of government, commercial traveler, senior citizen, seat sales or any other discounted rates or fares for which they are eligible. Board Members should travel by the most economical means related to the schedule and purpose of travel.

8. Travel by private vehicle will be reimbursed at the rate set out in the schedule to this policy. When several Board members travel together in the same vehicle, the owner but not all the passengers will be entitled to reimbursement.

9. When claiming mileage, fuel expenses cannot be claimed.

10. The Commission may reimburse for the equivalency of the cost of rental vehicle when it is more economical than using a private vehicle or taxi.

11. When a rental vehicle is used and collision, comprehensive and liability insurance, up to the limit set out in the schedule, are purchased at the time of rental, the Commission will reimburse the Board member for the premium costs of the insurance.

12. Travel by private vehicle or the actual costs of taxi or bus service will be reimbursed for travel between home or office and their point of departure of commercial carrier and for travel to their temporary residence at the destination. Return travel expenses for similar transportation will also be reimbursed.

Meals

13. Meals, including tax and tip, will be reimbursed for the amount spent upon submission of receipt.

14. Daily meal allowances are only to be charged in the event of a receipt is being lost or not issued (i.e. vending machine purchase), the amount reimbursed is limited to the standard meal allowance set out in the Schedule.

15. Breakfasts shall not be charged if a trip or activity begins after 7:30 a.m.

16. Suppers should not be charged for a trip or activity that terminates prior to 6:30 p.m.

17. Meals provided by the third party shall not be claimed for reimbursement in the meal allowance.

Accommodations

18. The Commission will reimburse the actual cost of commercial accommodation, which is reasonable, conveniently located, comfortably equipped, and in accordance with the business to be undertaken.
19. The Commission will reimburse accommodation up to the rate set in the Schedule, if determined that the claim cost is excessive or not in the best interest of the Commission.
20. Board Members should take advantage of government, commercial traveler, senior citizen or any other discounted rates for which they are eligible.
21. Any Board Member travelling on Commission business who stays with a relative or friend may claim the rate set out in the Schedule per night without a receipt in lieu of commercial accommodation.

Telephone Expenses

22. Non-Commission related phone expenses will not be reimbursed.

Personal Expenses

23. For each night spent travelling on Commission business, a Board Member may claim an allowance for personal expenses at a rate set out in the Schedule.

Expense Reports

24. After returning home Board Members shall submit a completed expense claim to the Commission Manager within thirty business days of incurring their expenses along with the required receipts, itemized listing of expenses for which the receipts are not required and other detailed information to determine that the expense was reasonable.
25. Board Members submitting expense claims electronically must either scan the related receipts and include them in an electronic submission or otherwise ensure the receipts are delivered to the Commission via mail as soon as possible.
26. To obtain reimbursement a Board Member must submit receipts for the following expenses:
 - i.) travel by commercial carrier.
 - ii.) any transportation costs not included in the basic fare.
 - iii.) taxi trips.
 - iv.) car rentals
 - v.) parking charges in excess of five dollars
 - vi.) all meals
 - vii.) overnight accommodation
 - viii.) long distance call, and
 - ix.) registration.

Exclusions

27. No spousal expenses will be paid by the Commission unless approved by the Board for special events.

28. 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.

Part III – Approval of Expense Forms

29 The Commission Manager will establish procedures for the administrative review of all expense claim forms submitted to the Commission to ensure that:

- a. the expense claim complies with the Policy and the Schedule
- b. the claims are arithmetically correct, and
- c. the required receipts have been submitted.

Policy Review

30. This policy will be reviewed at least every three years. Any recommendation for change must be approved by the Commission Board.

Date Approved: September 27, 2021.

Resolution # 2021.09.27.05

Schedule A

Meeting Honoraria

	Up to 4 hrs.	Full Day (4-8 hrs.)	Over 8 hrs.
Chairman	\$60.00/hr.	\$460.00	\$460 plus \$60 hour for the hours in excess of 8 to a maximum of 4 additional hours.
Directors	\$40.00/hr.	\$325	\$325 plus \$40 hour for the hours in excess of 8 to a maximum of 4 additional hours.

*Total meeting time includes meeting preparation time as determined and declared by the Chair of the meeting.

Travel Time

\$40.00 per hour to a maximum of \$240.00 for a round trip to attend one or more meetings held on a day or consecutive days.

Use of Private vehicle

Rate as set forth by CRA annually

Insurance of Private Vehicle

Up to \$5 million

Daily Meal Allowance

Breakfast	\$11.50
Lunch	\$11.50
Dinner	\$23.00
Maximum Daily Claim	\$46.00

Maximum Accommodation Rate

\$150.00 per night

Staying with a friend

\$40.00 per night

Personal Expenses

\$7.35/night (within Canada)

\$14.65/night (outside Canada)