



Making a difference...together

CAPITAL REGIONAL DISTRICT BOARD POLICY

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 – Schedule 3.
4. The remuneration structure will be reviewed periodically as directed by the Board.

Board Resolution Approval Date:	September 9, 2015 (Revised April 18, 2016)	Approved By:	Board
1. Amendment Date:	April 12, 2017 (<i>eff. January 1, 2017</i>)	Approved By:	Board
2. Amendment Date:	May 9, 2018 (<i>eff. January 1, 2019</i>)	Approved By:	Board
3. Amendment Date:		Approved By:	
Next Review Date:		Reviewed By:	
Supersedes:			

*CRD Board Remuneration and Travel Expense Policy – Schedule 1
Effective January 1, 2019*

	REMUNERATION	EXPENSE ALLOWANCE	TOTAL	
ANNUAL STIPENDS				
Paid periodically throughout the year (currently, biweekly)				
1	CRD / CRHD Board Directors <i>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</i>	13,241	6,620	19,861
2	Electoral Area Directors (additional)	25,523	12,762	38,285
3	CRD Board Chair (additional)	19,473	9,736	29,209
4	CRD Board Vice-Chair (additional)	3,894	1,947	5,841
5	CRHD Board Chair (additional) <i>(Not paid if the CRHD Board Chair is also the CRD Board Vice-Chair)</i>	3,894	1,947	5,841
6	Board Standing Committee Chair, CRD Arts Commission Chair & Solid Waste Advisory Commission Chair (additional) <i>(when appointed by CRD Board Chair)</i>	1,947	974	2,921
7	Additional Board Standing Committee(s) (additional) <i>(Payable if Standing Committee Membership exceeds the two remunerated in Section 1)</i>	3,894	1,947	5,841
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	73	37	110
9	CRD Board Directors - Local & Sub-Regional Commission/Committee Meetings Does not apply when: <ul style="list-style-type: none"> 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 	73	37	110

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	73	37	110
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	73	37	110
12	Alternate CRD Electoral Area Director attending formal Local and Sub-Regional Commission meetings in place of the Electoral Area Director	73	37	110
13	All Commissioners - Regional Water Supply Commission	73	37	110
14	Forum of Councils – First Nations, Municipal Councilors and Directors	73	37	110

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
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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

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
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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

FOOTNOTE

(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

Remuneration Eligibility Table

(as of October 1, 2018)

Regional Board and Standing Committees	See Footnote
Capital Regional District Board	1
Capital Regional Hospital District Board	1
Capital Region Housing Corporation Board*	1, 6
Committee of the Whole	1
Core Area Liquid Waste Management Committee	1, 2
Electoral Areas Committee	1, 2
First Nations Relations Committee	1, 2
Governance and Finance Committee	1, 2
Hospitals and Housing Committee	1, 2
Parks and Environment Committee	1, 2
Planning and Protective Services Committee	1, 2
Climate Action Inter-Municipal Task Force	7
Solid Waste Advisory Committee	7
Transportation Committee	1, 2

**as of November 14, 2018: previously External Board appointment*

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 or other*

Director Appointments to Local & Subregional Commissions	See Footnote
Arts Commission	3
East Sooke Fire Protection and Emergency Response Service Commission	4
East Sooke Advisory Planning Commission	4
Fernwood Dock Management Commission	4
Galiano Island Parks and Recreation Commission	4
Juan de Fuca Board of Variance	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 Advisory Planning 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	3
Saanich Peninsula Water Commission	3
Salt Spring Island Community Economic Development Commission	4
Salt Spring Island Electoral Area Emergency Program Advisory Commission	4

Footnotes:

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2. *Eligible for additional Standing Committee payment, if Director already sits on two (2) Standing Committees*
3. *Eligible for per meeting payment*
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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 or other*

Director Appointments to Local & Subregional Commissions (con't)	See Footnote
Salt Spring Island Parks and Recreation Advisory Commission	4
Salt Spring Island Transportation Commission	4
Saturna Island Parks and Recreation Commission	4
Shirley Fire Protection and Emergency Response Service Commission	4
Shirley/Jordan River Advisory Planning Commission	4
Skana Water Service Committee	4
Sooke and Electoral Area Parks and Recreation Commission	3, 4
Southern Gulf Islands Community Economic Sustainability 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
Water Advisory Committee	6
Wilderness Mountain Water Service Commission	4
Willis Point Fire Protection and Recreation Facilities Commission	4

Footnotes:

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2. *Eligible for additional Standing Committee payment, if Director already sits on two (2) Standing Committees*
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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 or other*

Regional Board Appointments to External Boards	See Footnote
Capital Regional Emergency Services Telecommunications	5
Greater Victoria Coalition to End Homelessness Society	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
Pender Islands' Fire Protection Society	4
Regional Representative to the Treaty Table	3
Royal and McPherson Theatres Society Advisory Committee	7
Royal and McPherson Theatres Society Board	3
Salt Spring Island Ferry Advisory Committee	4
Sooke Historical Society	4
Southern Gulf Islands Ferry Advisory Committees	4
Vancouver Island Regional Library	4

Footnotes:

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2. *Eligible for additional Standing Committee payment, if Director already sits on two (2) Standing Committees*
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5. *Not eligible for payment: Commission/Board already makes a payment for attendance*
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7. *Not eligible for payment: Sub-Committee to a Standing Committee or other*

CRD Board Remuneration Philosophy

(Effective January 1, 2016)

- a base Director annual stipend as the average paid to CRD member councillors, which recognizes attendance at all Board meetings and Committee of the Whole meetings plus two Standing Committee commitments; and
- an additional annual stipend to Electoral Area Directors which recognizes all additional Electoral Area work including Electoral Area Commission commitments; and
- an additional annual stipend to the CRD Board Chair consistent with payments made by other Regional Districts, which recognizes all Board Chair responsibilities including all ex-officio responsibilities on Standing Committees; and
- additional annual stipends to recognize the additional commitments of the: CRD Board Vice-Chair; Capital Region Hospital District Chair; Standing Committee Chairs; CRD Directors appointed as a Commission Chair, when such Commission Chair appointment is made directly by the CRD Board Chair *[amended effective January 1, 2017]*; and CRD Directors who are involved on more than two Standing Committees; and
- per meeting payments to CRD Directors appointed to local and sub-regional Commissions and external boards (except where remuneration is already paid and/or not eligible); and
- per meeting payments to Alternate Directors consistent with payments made by other Regional Districts; and
- that the annual cost of living adjustment based on the Victoria Consumer Price Index continue to be applied, and that a regular review be undertaken every three (3) to five (5) years to ensure remuneration remains comparable.