



CVBC Council & Committee Members Honarium & Expense Reimbursement Policy

Policy Intent: to compensate Council and Committee members' time; to defray out-of-pocket expenses when attending to CVBC business in person, and to reimburse in a fiscally-accountable manner.

Compensation for Meeting Attendance:

The CVBC pays an honorarium for each Councilor/Committee/Panel member's required attendance at regular scheduled or other pre-approved¹ meetings. Compensation is determined as follows:

<u>Meeting Description</u>	<u>Compensation</u>
In-Person Meetings (and Hearings)	Up to 4 hours: ½ Day Rate of \$300 More than 4 hours: Full Day Rate of \$600
Videoconferences lasting more than 3 hours	3-4 hours: ½ Day Rate of \$300 More than 4 hours: Full Day Rate of \$600
Videoconferences lasting up to 3 hours	Hourly Rate of \$60/hour
Teleconferences	Hourly Rate of \$60/hour
Electronic Panel Reviews ²	\$15 per file requiring review and decision

¹Approved meetings mean those scheduled by the office and attended by a CVBC staff person. In addition to regularly-scheduled meetings of Council, Committees, or Panels, pre-approved meetings might include the AGM or other regulatory meetings or conferences.

²Electronic Panel Reviews: when Committee Panel members are asked to electronically review and make decisions based on the delegated responsibilities from the Committee, they will be compensated on a 'per file' basis. 'Per File' rate is equal to ¼ the hourly rate-equivalent (\$60).

Additional Reimbursements for In-Person Meetings:

Travel: In every instance, Council and Committee members should endeavor to use the most cost-effective means of travel available. Travel expenses will be reimbursed according to the below table. Receipts are not required for meals and mileage.

Council/Committee Dinners: Dinners may be held in conjunction with in-person Council/Committee meetings and are intended to increase team building. They are planned and paid for by the CVBC. Meals during travel but outside of those provided during scheduled meetings will be reimbursed according to the below table.

Hotel/Accommodation: The office negotiates the best possible rates with local hotels, and at event hotels. A list of best-rate hotels can be provided by the office and updated from time-to-time. For the most current best-rate hotels list, please contact the CVBC Controller. Under normal circumstances, Council/Committee members will only be reimbursed up to the current best-rate, not the hotel of choice.

Meals (no receipts required, but must be on travel status)	Travel (receipts required)	Hotel/Accommodation (receipts required)
<p>Up to \$65 per day if no meals are provided, or maximum of each applicable meal:</p> <p>Breakfast: up to \$15; travel must have commenced before 7AM</p> <p>Lunch: up to \$20; travel must have commenced before noon</p> <p>Dinner: up to \$30; travel must have ended after 6PM</p> <p>(no additions for snacks or for meal provided during meeting/event)</p>	<p>BC Government rate for mileage, currently \$0.55 km.³</p> <p>Receipts are not required just a log of travel and distances that includes a google map to support this. Please note mileage is NOT paid for a vehicle on a ferry.</p> <p>Airfare, taxi, transit, parking, etc.— receipts required.</p> <p>Pre-approval is required for any airfare charges that are not Economy.</p>	<p>Current negotiated best-rates for hotels, whenever possible.</p> <p>Accommodation without a receipt may be claimed at \$35 per night</p>

³Rate will be adjusted periodically as the government rate changes; currently this is the April 1, 2019 rate.
https://www2.gov.bc.ca/assets/gov/careers/all-employees/pay-and-benefits/appendix_1_travel_allowances.pdf

Personal Travel: Travel that combines CVBC and personal business must be reimbursed at the lesser of actual transportation expenses; or an estimate of the minimum acceptable expenses that would have been incurred if the personal travel had not taken place. Additional expenses arising from personal extensions to CVBC-related travel are the member's responsibility. Expenses for a member's spouse or family members are not reimbursable, however it is acceptable for a spouse or direct family member to travel with you.

Other/Miscellaneous Expenses:

- Miscellaneous expenses, such as long-distance calls, postage and photocopying charges may be submitted for consideration, with receipts when possible.
- Childcare and pet care are not billable to expenses
- Training is only billable if it has prior approval and is directly beneficial to the CVBC

Meeting Attendance Honorariums: are calculated automatically by the office based on reported attendance by staff. Members are not required to submit claim forms for honorariums.

Claiming Expenses: Expense Claim Forms are available from the CVBC office, in either hard or digital (Word or Excel) copy. Please submit either by mail, fax, email or hand delivery. **Expense claims should be submitted within 30 days of expense incurrence and must be submitted within 90 days. The CVBC fiscal year ends on June 30, and expense claims filed must be submitted no later than 15 days after fiscal year end. If these deadlines are not met expenses may not be accepted.**

Policy Applies to: CVBC Council and committee members

Review: CVBC Council and Committee Members Expense Reimbursement Policy is to be reviewed
CVBC Council and Committee Member Expense Reimbursement Policy – Reviewed and approved by Council on October 5, 2022[G:\CVBC Management\Council & Committees\Council\Policy & Procedures]