



Effective date September 13, 2012

Approved by Capital Region Board

## **REMUNERATION AND EXPENSES FOR BOARD, COMMITTEE, AND TASK FORCE MEMBERS**

### **PURPOSE**

To ensure Board, Committee, and Task Force members or their Alternates receive reasonable remuneration for their time and expenses.

### **POLICY**

Capital Region Board, Committee, and Task Force Members or their Alternates may be provided with fair and reasonable remuneration and reimbursement for the expenses that they incur while performing their duties. Board, Committee, and Task Force members or their Alternates may decide whether or not to make claims for remuneration and/or expenses.

### **GUIDELINES**

#### **1. PER DIEMS**

Board, Committee, and Task Force members or their Alternates may receive a per diem of \$200.00 per day for all formally scheduled Board, Committee, and Task Force meetings. A maximum of \$200.00 may be claimed on any day.

- a. Board, Committee, and Task Force members or their Alternates may receive a per diem only while acting in the capacity of a voting member at the Board, Committee, or Task Force meetings.
- b. Members or alternate members of ad hoc CRB Committees are not eligible to receive per diems, unless otherwise agreed to by the CEO.
- c. Mileage for ad hoc meetings may be claimed in accordance with Part 2

#### **2. TRAVEL**

- a. Board, Committee, and Task Force members or their Alternates (while acting in the capacity of a voting member) travelling to and from Board, Committee, and Task Force meetings of the CRB may receive a travel allowance on a per kilometer basis equivalent to the Government of Alberta rate.
- b. Reimbursement of parking costs for attendance at Board, Committee, and Task Force meetings of the CRB will be provided with the submission of paid receipts.
- c. Board, Committee, and Task Force members or their Alternates acting on behalf of the CRB and with CEO approval may claim travel expenses. Travel expenses include: cost of air travel at economy rates, vehicle travel allowance on a per kilometer basis equivalent to the Government of Alberta rate, hotel, meals, parking, and taxi fares. Reimbursement for air travel, hotel, meals, parking, and taxi fare costs will require the submission of paid receipts.
- d. Employees and contractors of member municipalities will not be reimbursed for travel expenses under any circumstances.



Nolan Crouse, Board Chair

Revisions		
Date	Status	Comments
October 5 2015	Amend	Clarity regarding ad-hoc meetings added.
March 9, 2015	Amend	Clarity regarding mileage for ad-hoc meetings, as per GPF's request
April 14, 2016	Approved	Board approved