



HIGHWAY 14 REGIONAL WATER SERVICES COMMISSION

POLICY AND PROCEDURE HANDBOOK

GOVERNANCE

POLICY: BOARD OF DIRECTORS HONORARIUM AND EXPENSE RATES

Policy GOV 1.01

POLICY

There shall be a Policy established regarding the remuneration and expense fees payable to the Board of Directors (Directors) for the Highway 14 Water Services Commission. The Board of Directors are required to commit time and effort to fulfill their duties and responsibilities as Directors, and should be reimbursed for expenses incurred and time spent away from their regular place of business and family and personal responsibilities.

GUIDELINES

Per Diems

For each regular meeting, the Directors shall be paid \$185.00, which shall be considered taxable for income tax purposes.

A per diem shall not be paid in the following cases:

- If two or more meetings are held consecutively, in same venue and one meeting is less than 1 hour, per diem shall be considered one meeting.

Allowances

It is expected that the Chairperson, on the average, dedicates approximately 4 hours per month for fulfilling Chairperson duties, therefore the Chairperson shall receive an allowance of \$400 per month in addition to the per diems. In the absence of the Chairperson, the Vice Chairperson, is required to fulfill the Chairperson's duties, the Chairperson shall receive \$100 per event in addition to the per diems.

Expenses

Kilometerage shall be paid for travel to and from each Directors place of residency to the Commission meeting at a rate equivalent to the Alberta Government Rate.

Expenses shall be reimbursed as per receipts submitted.

PROCEDURE

1. Per diem, allowances, travel and other reimbursement rates shall be reviewed at the annually.
2. Directors shall submit Director timesheets on a regular basis. Timesheets shall indicate the particulars of the Meeting.
3. Directors shall submit claim forms, accompanied by receipts where required, on a regular basis. Detailed receipts are required to enable the Commission to claim the GST rebate. Meal expenses for other than the Director shall indicate for whom the meal was purchased.
4. The Chairperson shall review and approve each Director's timesheet and expense claim. The Vice Chairperson shall review and approve the Chairperson's timesheet and expense claim.

DIRECTOR'S APPROVAL MOTION # **13-11**

CHAIRPERSON

DATE

March 20 2013