

## **Governance Policy G-06**

### **Member Per Diem Expense Policy**

#### **Policy Brief and Purpose**

Recognizing that the elected officials of each member municipality have differing compensation structures, and that some elected officials may experience financial penalties due to taking time off from work to participate in CMRB meetings, this policy creates the opportunity for a member of the Board or of a Committee of the Board to receive a per diem for attending Board or Committee meetings. All members are responsible for ensuring they are eligible to receive a per diem or claim travel costs.

#### **Per Diem**

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 Board Committees are not eligible to receive per diems, unless otherwise agreed to by the CEO.

#### **Travel Costs**

Board, Committee, and Task Force members or their Alternates may submit claims for expenses incurred to travel to and attend scheduled Board, Committee and Task Force meetings.

- a. Members may claim \$0.505 per kilometre travelled if using a private vehicle
- b. Members may claim parking expenses incurred to attend the meeting and must submit a receipt for the expense.

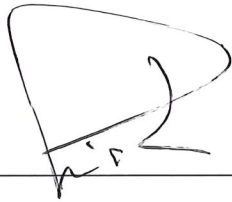
#### **Optional participation**

The policy gives members three options from which to choose regarding use of this policy.

1. The member does not choose to receive per diems
2. The member chooses to have per diems paid by the Board to the member's municipality.
3. The member chooses to personally collect per diems paid by the Board.

If a member chooses to personally collect per diems, or have the per diems paid to their municipality, the member will be responsible for submitting a signed expense form to CMRB Administration on a quarterly basis.

If a member chooses to personally collect per diems paid by the Board the Board will issue a T4 to the member.



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Christopher Sheard  
Chair

Oct 26. 2018.

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Date

