



XXXX: Trustee Remuneration and Expenses (AP)

Approved 23 10 10

Revised 24 04 09

PURPOSE

This Administrative Procedure outlines the guidelines and provisions for Trustee Remuneration increases and additional benefits, including childcare coverage for Board meetings, the provision of laptops and corporate purchasing cards for Trustees, and the provision of a district-provided cell phone for the Board Chair.

PROCEDURAL REGULATIONS

1. TRUSTEE REMUNERATION INCREASES

Trustee Remuneration will be subject to yearly increases, which is in line with the unionized staff in the district on July 1 of each year. Trustees will have the ability to vote and turn down the increase at a Board meeting prior to July 1 of each year.

2. CHILD CARE COSTS FOR BOARD MEETINGS

In recognition of the commitment and dedication required of Trustees attending Board meetings, childcare costs incurred by Trustees during these meetings will be covered, up to a maximum amount. The maximum amount of childcare costs paid will be determined by the BCSTA rate and approved by the Secretary Treasurer each year. Trustees who require childcare during Board meetings must provide notice to the Secretary Treasurer to arrange for reimbursement or direct payment.

3. PROVISION OF LAPTOPS

In order to support Trustees in fulfilling their responsibilities effectively, each Trustee will be provided with a district laptop. The laptops will be equipped with the necessary software and tools required for Board-related work. Trustees are responsible for the appropriate use of laptops in accordance with the Board's policies and guidelines.

4. PROVISION OF CORPORATE PURCHASING CARDS

To support Trustees in fulfilling their responsibilities effectively, each Trustee will be provided with a corporate purchasing card. The corporate purchasing cards will enable Trustees to make authorized purchases for official Board business and travel. Purchasing card limits are determined by the Secretary Treasurer. Trustees are expected to provide receipts to the Senior Accounts Clerk monthly in accordance with district purchasing card procedures.



5. PROVISION OF DISTRICT-PROVIDED CELL PHONE FOR THE BOARD CHAIR

The Board Chair will be issued a district-provided cell phone. The cell phone will be used for official Board communications and to ensure effective communication between the Board Chair and relevant stakeholders. The Board Chair is responsible for the appropriate use of the district-provided cell phone and must comply with any applicable policies and guidelines.

6. PROFESSIONAL DEVELOPMENT

To support the Trustees and ensure that Trustees remain informed and continue to upgrade their skills, each Trustee will be given a yearly budget to attend conferences, conventions, and seminars. The amount of professional development will be considered each year in consultation with the Board and the Secretary Treasurer during the budget process.

7. TRAVEL AND PER DIEMS

Travel mileage rates and per diems will be set in accordance with the BCSTA rates on a yearly basis and will be updated in Appendix 1 as necessary.

7.1 TRAVEL:

Amounts paid for transportation (plane, train, bus, ferry, taxi, parking) will be reimbursed as long as all invoices, receipts and/or ticket stubs are submitted. Air travel is limited to the lowest possible fare. Where flight changes and/or cancellations may be required, "Flex" fare options may provide the most cost-effective alternative. The District is not responsible for luggage in excess of one checked bag and is not responsible for seat selection fees.

7.2 MILEAGE:

Trustees will be reimbursed at a rate per kilometer for travel inside and outside the District. Travel outside the District is calculated as the number of kilometers from point of origin to destination. Measurements for the return trip will be calculated similarly. Where a discrepancy exists, mileage will be paid in accordance with the lowest mileage determined by mapping software used by District staff. The number of kilometers for travel to/from commonly visited locations, have been established using the Standard Distances shown below.

7.3 HOTEL:

Actual costs of the hotel/motel plus appropriate taxes, less any personal items charged will be reimbursed as long as invoices or receipts are submitted. Charges for room service, laundry or other room-related costs, will not be permitted. Accommodation charges that exceed the minimum required to conduct business on behalf of the District, will not be reimbursed. Where the overnight accommodation is provided by a friend or relative and payment is made to the host, a Private Accommodation Allowance of \$30.00 is permitted. The cost of telephone calls and hotel parking are permitted expenditures. Trustees are reminded that telephone calls from hotel rooms are usually considerably more expensive than from a pay phone elsewhere in the area.



7.4 MEALS:

To claim meals, travel status must:

- Begin before 7 am on the date of departure to claim breakfast
- Begin before 12 pm on the date of departure to claim lunch
- End after 6 pm on the date of return to claim dinner

Reimbursement for meals, meal gratuities and other miscellaneous costs, will be reimbursed as follows:

- where the costs are incurred without an overnight stay, only the actual costs will be reimbursed to the maximum of the appropriate per diem, for all locations within British Columbia.
- For travel to other provinces or out of Canada, the per diems may be waived and actual expenses substituted on approval of the Board Chair or the Secretary Treasurer.

7.5 VEHICLE INSURANCE:

As Trustees do not claim for the use of their personal car unless out of district or as described in Regulation 5.1, Trustees will be reimbursed for the actual cost of upgrading the insurance for the vehicle normally used for Board business to business use rating. Such costs will be based on the full safe driving discount and will be prorated to match the Trustee's term of office.

7.6 CLAIM FORMS:

Claim forms will be updated annually based on revised rates.

Expenses are to be submitted within 30 days of the expenditure, and for the month of June an expense claim is to be submitted by July 15th. Trustees are encouraged to minimize these costs whenever practical by carpooling, sharing hotel accommodation, scheduling meetings coincident with travel and other methods that will reflect well for a public sector employee.

RESOURCES:

XXX: Trustee Remuneration and Expenses (P)

BCSTA's Policy on Travel Expenses

4020: Personal Expenses on Official District Business (AP)



STANDARD DISTANCES

ADSS	ADSS													
AES	2	AES												
BO	5	2	BO											
EJD	3	5	3	EJD										
EALC	3	5	4	1	EALC									
HOW	4	2	4	7	7	HOW								
MTCE	4	4	5	7	4	3	MTCE							
MAQ	3	6	4	1	2	7	7	MAQ						
TES	3	2	2	6	5	3	8	6	TES					
WOOD	1	3	1	3	3	5	4	3	3	WOOD				

Kms From Port Alberni to:	
Bamfield	95
Campbell River	150
Chilliwack	215
Courtenay	100
Duncan	135
Hope	240
Kamloops	440
Kelowna	480
Langley	145
Nanaimo	80
New Westminster	125
Parksville	50
Penticton	480
Port Hardy	385
Powell River	115
Qualicum	40
Seattle	295
Tofino	125
Tofino to Ucluelet	42
Ucluelet	100
Vancouver	100
Vernon	530
Victoria	195



Appendix 1: Travel and per Diem Rates

Revised 24 04 09

The following travel mileage rates and per diems, as set in accordance with the annually updated BCSTA rates, are effective for the period of April 2024 - February 2025:

Mileage Rates:

\$0.70 / km for private automobile costs

\$0.05 for trips on un-paved roads

Meals:

\$67.00 per full day when on District business, with the per meal rate being defined as follows:

\$15.00 for breakfast

\$20.00 for lunch

\$32.00 for dinner