



CAPITAL REGION SOUTHWEST WATER SERVICES COMMISSION

Replaces: Remuneration and Expenses Policy approved November 22, 2018

Policy Name: 4 – Remuneration and Expenses

Related Bylaws and Policies: Bylaw 01/2021 and Policy 1 – Board and Administration Training and Development

Date Approved: Feb 8 / 24

Chairman: 

Commission Manager: 

Next Review Date: January 1, 2026

Policy Objective:

To set guidelines for Administration and Board of Directors to receive fair and reasonable remuneration and reimbursement of expenses incurred while performing their duties.

Policy:

The Commission will reimburse Administration and Directors for reasonable, legitimate, and necessary expenses incurred while on Commission business.

Responsibilities and Authorities:

The Capital Region Southwest Water Services Commission Board of Directors is responsible for the review and approval of this policy at the review date specified and every 4 years thereafter.

The Commission Manager is responsible for the development, implementation, monitoring, and adherence to this policy.

It is assumed and expected that expenses will be consistent with the best interests of the Commission and its desire to minimize costs. If unusual expenses are incurred, the individual may be entitled to reimbursement upon production of receipts and approval by the Commission Chairman.

Reimbursement of expenses will occur after an Expense Claim form is completed and submitted. Original, itemized receipts are to be submitted with expense claims unless otherwise noted. Expenses claimed without proper receipts will not be reimbursed (credit card or debit slip is not a proper receipt). Reimbursement will be in Canadian dollars equivalent to the currency of the country where the expenditures occurred. Expense claims are to be submitted on a monthly basis. Requests for reimbursement must be within the



same budget year the expense took place. No reimbursement request will be authorized for any expense taking place in a previous budget year. The Commission will not reimburse costs for any tickets, fines or penalties resulting from a violation of any local, provincial or federal statute.

1) Honoraria

- a) Honoraria will be based on the Alberta Municipalities Annual Rate Schedule for directors and committee members, excluding travel time, as noted below:
 - i. Per hour rate up to 4 hours
 - ii. Alberta Municipalities full day rate for 4 hours and more
- b) Directors will be paid during time away and for the travel day before and after if required, at the meeting honorarium rate, for attendance at a conference or convention.
- c) Honoraria paid to the Directors shall be reported annually on submissions to Revenue Canada (T4).

2) Accommodations

- a) Reimbursement will be made for accommodation expenses based on actual costs (hotel room rate and taxes). The hotel invoice/statement must be submitted with the expense claim.
- b) Accommodation, hotel or otherwise, should be selected on the basis of reasonable and practical location and cost. Accommodation will be for standard rooms, and corporate, government, or best rates should be booked when available.
- c) In-room charges (e.g. movies, mini-bar, personal phone calls, etc.) will not be reimbursed.
- d) Private residence accommodation in lieu of hotel will be reimbursed at \$40.00 per night. This allowance is intended to allow for suitable recognition for the host. No receipt is required.

3) Travel

- a) Reimbursement will be made for the most direct, practical, and cost-effective mode of travel available, considering all of the circumstances.
 - i. Directors will advise Administration of their intention to travel by alternate means at the time of registration of an event or workshop. Administration will determine the equivalent airfare to be claimed based on the estimated airfare at the time of registration.
- b) Should there be an opportunity for cost savings, the Commission encourages these savings (e.g. carpooling/rental vehicle compared to multiple mileage claims).

4) Personal Vehicles - Mileage and Insurance

- a) Personal vehicles used for business travel will be reimbursed by way of an all-inclusive

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Water Services Commission

mileage rate based on the Government of Canada automobile allowance rate. These rates will be reviewed annually and updated on the Expense Claim Form on an annual basis if required. No receipts are required, but all mileage claims must detail each trip (date, destination, purpose, distance travelled).

- b) If an individual's insurance company requires an additional premium for using a personal vehicle for Commission business, this additional insurance is not reimbursable by the Commission as this cost is covered through the all-inclusive mileage rate.
- c) The Commission will not reimburse claims for parking and/or traffic violation tickets or penalties.

5) Air Travel

- a) Air travel will be reimbursed based on actual cost. All claims for air travel must be accompanied by a receipt with GST detailed on the receipt.
- b) The most reasonable, economical, air fare available is to be selected.
- c) The Commission will reimburse for seat upgrades, business, priority, or first class.

6) Cancellation Insurance

- a) The Commission will only reimburse cancellation insurance for international travel (outside North America), otherwise cancellation insurance is not reimbursable.

7) Travel Medical Insurance

- a) The Commission will not reimburse for travel medical insurance unless the individual is not covered under any other policy.

8) Rental Vehicles

- a) Rental vehicles will be authorized only where the use is economically justified (e.g. carpooling or to reduce the cost of accommodations) or where no reasonable alternative exists. Claims will be reimbursed with a receipt and rental agreement.
- a) The Commission will not reimburse claims for tickets/penalties relating to parking and/or traffic violations.

9) Parking

- a) Parking expenses incurred while carrying out Commission business will be reimbursed with parking receipts.
- b) The Commission will not reimburse claims for tickets/penalties relating to parking and/or traffic violations.



10) Taxi

- a) Taxi fares for business purposes will be reimbursed with a receipt.
- b) Tipping for taxi service is limited to a maximum of 15%.

11) Meal Allowances

- a) Meal allowances or claims are not authorized when meals are provided or included in the registration fee for conferences unless other Commission business does not allow the registrant to participate in the conference meal(s). Conference itinerary or registration must be submitted with the expense claim.
- b) Alcoholic beverages will not be reimbursed.
- c) Meals will be reimbursed for actual costs where itemized receipts are submitted. The meal allowances listed in 3d below should be used as a guideline for these expenses.
- d) Without receipts, the Commission will use the following guidelines for meal reimbursement (the rates below are a flat rate and include GST and gratuities):

Breakfast	\$15.00
Lunch	\$20.00
Dinner	\$30.00

12) Gratuities

- a) Tipping is limited to a maximum of 18%.

13) Incidentals/per diem

- a) A personal expense allowance of \$15.00 per day (calculated based on the number of nights away) may be claimed for incidental expenses. This is to cover items such as personal telephone calls, magazines, snacks, laundry, meter parking, public transit, etc., and no receipts are required and additional claims for incidentals will not be reimbursed.

14) Registration

- a) The Commission will reimburse registration fees for courses, seminars, and conferences where receipts are provided.

15) Memberships

- a) The Commission will reimburse membership fees in a related professional association where receipts are provided.
- b) The Commission will not reimburse for memberships in any club organized solely for pleasure, recreation, or other social purpose, or if the membership is primarily in the interest of the individual.



- c) The Commission will not reimburse charges for late fees due to late payment/submission by the employee.

16) Reward Programs

- a) Points/credits for preferred programs may be accumulated (e.g., Air Miles, Aero Plan, etc.) while travelling on Commission business. Participation in these programs must not influence any travel decisions, and any fees associated with these programs are the responsibility of the Commission representative and will not be reimbursed.

17) Personal Travel

- a) The Director may, with prior consent, select the route and method of transportation to combine personal activities with Commission business. Reimbursement shall be based only on expenses that would have applied had the trip been made only for business purposes.
- b) The Commission will not pay or reimburse expenses for non-business-related guests or spouses attending a business event.
- c) The Commission will not reimburse expenses or additional costs incurred by a spouse, guest, or family member. This includes, but is not limited to, hotel room upgrades, transportation or vehicle rentals, meals, flights, etc.

18) Hosting/Business Meals

- a) When a business meal is hosted with other board members, clients, or guests, the Director must provide the name and title of the individual hosted, and the business reason on the itemized receipt.
- b) Claims for alcoholic beverages are not permitted.
- c) Meal allowances as listed in 3d above should be used as a guideline for these expenses.
- d) A gratuity is limited to a maximum of 15% (where gratuities are automatically added to the bill for large parties, that amount will be reimbursed).