



Section 1.0 BOARD GOVERNANCE		Subject 1.7 BOARD REMUNERATION	
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PURPOSE:

In addition to attending meetings of the Board of Directors and those of its sub-committees, North Peace Housing Foundation appreciates that on occasion, members of the Board of Directors will be required to attend additional meetings, seminars, conferences, etc. as a representative of the North Peace Housing Foundation and does therefore, support remuneration for personal expenses incurred for attending same.

SCOPE:

Based upon a predetermined rate, inclusive of attending meetings of the Board or any of its sub-committees, Directors shall receive remuneration for personal expenses incurred when attending meetings, seminars, conferences, etc. as a representative of the North Peace Housing Foundation

TERMS:

- 1.0 The Board of Directors shall approve an annual budget for Board Expenses.
- 2.0 Authorization for additional meetings, seminars, conferences, etc., shall be presented to and reviewed by the Board of Directors prior to the event.
- 3.0 Honorariums for attendance of meetings of the Board of Directors are as follows:

Per Diem	\$225.00
Regular Board Meeting	\$175.00
Special/Committee Meeting	\$125.00

Any meeting with a duration in excess of 2 hours shall be at the regular meeting rate.

- 4.0 Remuneration for personal expenses shall be granted based upon the current Board approved rate structure:

Travel – Based on the North Peace Housing Foundation Travel Reimbursement Schedule.

Travel rate is based in accordance with the approved Canada Revenue Agency reasonable per kilometer allowance.

When travel by automobile is deemed to be not practical, air fare, etc. shall be paid.

Accommodation - appropriate pricing at the time of booking; in most instances, accommodations will be booked, and paid, by administration.

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When staying with family or friends, a \$50.00 remuneration per night shall be paid.

Meal Expenses:

When traveling on NPHF business, a Board member may claim either the actual cost of the meal, or the meal allowance.

The actual cost of the meal is the amount shown in the receipt, excluding alcoholic beverages, plus a gratuity of up to 15 percent of the meal cost.

The meal allowances are:

- \$15.00 for breakfast
- \$20.00 for lunch
- \$25.00 for dinner

When a Board member is traveling on NPHF business for part of a day, they may be reimbursed for the receipted amount or the meal allowance as follows:

- For breakfast, if the departure time is 7:30 a.m. or earlier or the return time is 7:30 a.m. or later.
- For lunch, if the departure time is 1:00 p.m. or earlier or the return time is 1:00 p.m. or later.
- For dinner, if the departure time is 6:30 p.m. or earlier or the return time is 6:30 p.m. or later.

Registration - 100%

- 5.0 The Chair shall receive a monthly honorarium of \$225.00 paid on a quarterly basis.
- 6.0 For additional meetings, seminars, conferences, etc., and Board retreats, Board of Directors shall be paid a per diem rate of \$225 per day, including day of departure and day of return, with travel allowance based on the approved Travel Reimbursement Schedule or actual fare incurred.
- 7.0 Remuneration for regular Board activities will be paid by direct deposit on a quarterly basis upon provision of receipts.
- 8.0 Remuneration for other approved Board activities, such as additional meetings, seminars, conferences, etc., will be paid as soon as reasonably practicable.

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9.0 Expenses paid by the North Peace Housing Foundation to Directors will be reviewed at a regular meeting of the Board of Directors.

Adopted *Hazel Reintjes*
Hazel Reintjes (Board Chair)

Date: *October 7, 2020*

