

Director's Fees and Expenses

INTRODUCTION

This policy outlines the remuneration guidelines for appointees to the Trust and/or a Trust Subsidiary Board of Directors.

POLICY

1. All fees and expenses for Directors are governed by the *Columbia Basin Trust Act* and *Treasury Board Remuneration Guidelines for Appointees to Crown Agency Boards* (Attachment 1), as amended from time to time.
2. With regard to fees and expenses for Trust Directors, the Trust will:
 - a) Pay the annual retainer to the maximum allowed by the Treasury Board guidelines.
 - b) Pay meeting fees to the maximum allowed by the Treasury Board guidelines.
 - c) Pay expenses in accordance with the Financial Management Policy, Expense Reimbursement Schedule 11.1 (FMP 11.1 - Attachment 2).
 - d) Subject to approval from the President & CEO or the Chair, Board of Directors, and in accordance with FMP 11.1, Trust Directors may be reimbursed for other types of expenses to support their participation in meetings in cases where such reimbursement will help remove barriers to member participation, for example:
 - i. childcare costs.
 - ii. accommodation and/or meal expenses for dependent child/children when they accompany a Director attending a meeting in person.
3. With regard to fees and expenses for Trust Subsidiary Directors, the Subsidiary will:
 - a) Pay meeting fees to the maximum allowed by the Treasury Board guidelines.
 - b) Pay expenses in accordance with the Financial Management Policy, Expense Reimbursement Schedule 11.1 (FMP 11.1 - Attachment 2).
 - c) Subject to approval from the President & CEO or the Chair, Board of Directors, and in accordance with FMP 11.1, Trust Subsidiary Directors may be reimbursed for other types of expenses to support their participation in meetings in cases where such reimbursement will help remove barriers to member participation, for example:
 - i. childcare costs.
 - ii. accommodation and/or meal expenses for dependent child/children when they accompany a Director attending a meeting in person.
4. The maximum number of meeting fees payable to a Director is limited by Treasury Board guidelines as follows:
 - a) Chair – 60 meetings per year.
 - b) All other appointees – 30 meetings per year.
5. Only one meeting fee will be paid to a Director for each twenty-four hour day. Meeting fees are paid for meetings/events in the following durations:
 - a) Greater than four hours – full meeting fee.
 - b) Four hours or less – one-half meeting fee.

6. For the purpose of further clarification, and subject to paragraph 1 of this policy, the Trust and/or a Trust Subsidiary will pay Directors' fees and expenses for attendance at the following:
 - a) Trust Board meetings;
 - b) Trust Board Committee meetings;
 - c) Trust Subsidiary Board meetings;
 - d) Trust Board Initiatives Committee and Task Force meetings to which the Director has been appointed and/or requested by the Chair or President and CEO to attend; and,
 - e) Trust Symposia.
7. The Trust and/or a Trust Subsidiary will also pay Directors' fees and expenses, when attendance has been approved by the Trust Chair and/or the President and CEO, at the following meetings and/or events:
 - a) Business meetings between a Director(s) and staff and/or other third parties, in which the meeting time, including travel time, is two hours or longer.
 - b) Community and/or Trust sponsored events, in which a Director has been asked to attend and represents the Trust and/or a Trust Subsidiary, and the duration of event, including travel time, is two hours or longer.
8. While travel time will be used as part of the considerations for remuneration purposes, Directors will only be paid for actual meeting time duration.
9. The Trust and/or a Trust Subsidiary will only pay Directors' fees and expenses for attendance at events not listed under 7(b) if approval of the Trust Chair, or Vice Chair, has been given.
10. Directors may request that the Trust Board review decisions made by the Trust Chair under items 7(a) and 7(b).
11. Directors of the Trust and/or a Trust Subsidiary will receive monthly reports that disclose all Directors' monthly meeting fees and meeting attendance of the applicable Board related to a Director. Directors will also be provided with annual reports that disclose annual meeting fees and expenses paid to Directors of the applicable Board related to a Director.