

Sunshine Coast Regional District

BOARD POLICY MANUAL

Section:	Finance	5
Subsection:	Expense Accounts	1800
Title:	Directors – Reimbursement of Travel & Other Expenses	1

POLICY

The Regional District will reimburse directors and alternate directors of the Regional District for reasonable food, accommodation and travel expenses in accordance with the attached *Schedule of Allowable Expenses*.

Regional District business includes attendance at conferences, conventions, meetings and seminars.

Those claiming expenses in accordance with this policy should be aware of the following general guidelines:

- The most economical mode of transportation is to be used, unless there is a specific practical reason to choose otherwise, e.g. flying may be preferable to driving more than 3 hours, one way.
- The “per diem” rate may not be claimed when meals are provided as part of a function and paid for as part of a registration for that function. When some but not all meals are included, expenses may be claimed for the additional meal when travelling. The amount payable for the additional meal will be the actual cost of the meal or the amount outlined in Section 11 of the attached *Schedule of Allowable Expenses*. If the actual expense is greater than the standard amount, receipt must be attached to the claim together with an explanation for the expense item.
- The “per diem” rate may be claimed for travel days when these involve being away from the office for more than half a day, subject to the above limitation.

REASON FOR POLICY

To clarify how various provisions with respect to reimbursement of travel and other expenses will be administered by the Regional District.

AUTHORITY TO ACT

Delegated to Staff

PROCEDURE

1. Scope of Policy

This procedure applies to all directors and alternate directors of the SCRD who incur expenses while engaged in Regional District business unless otherwise stated.

2. Responsibility

Chief Administrative Officer

- To review and approve expense claims in a manner consistent with this policy, procedure and attached *Schedule of Allowable Expenses*.

Directors and Alternate Directors

- To submit expense claim in a manner consistent with the following procedure.

3. Materials Required

- Expense Report Form
 1. Details of all claimable expenses are contained in the attached Schedule.
 2. The Expense Report Form is the only form used for claiming travel and related expenses. Expenses for more than one trip can be claimed on one form, but the claim must be approved and submitted to Accounts Payable within 60 days of the earliest expense incurred.
 3. Complete the form under each heading and review for accuracy. Attach receipts, unless the "per diem" rate is being claimed (which does not require receipts). The "per diem" rate may not be claimed when meals are provided as part of the function and paid for as part of the registration.
 4. On completion, the form must be approved by the CAO and forwarded to Accounts Payable for processing.

**SUNSHINE COAST REGIONAL DISTRICT
SCHEDULE OF ALLOWABLE EXPENSES**

1. Commercial accommodation Actual cost
2. Non-commercial accommodation \$35.00 per night
3. FCM Annual conference and accommodation Actual cost
(Chair, Electoral Area or Municipal Directors ~~or Alternates~~ only)
4. UBCM Annual conference and accommodation Actual cost
(Chair, Electoral Area or Municipal Directors ~~or Alternates~~ only)
5. AVICC conference and accommodation Actual cost
(Chair, Electoral Area Or Municipal Directors ~~and Alternates~~ only)
6. Course or conference registration fees Actual cost
7. Required course material Actual cost
8. Private Motor Vehicle Use Amount equal to Provincial —
reimbursement
9. Ferry transportation Actual cost
10. Air transportation Actual cost of regular economy fare
11. Telephone or facsimile charges Actual cost
12. Meal charges including gratuities Breakfast ~~\$1421.35.00~~
(no receipts required) Lunch ~~\$18.00~~ 21.60
Dinner ~~\$28.00~~ 53.00
13. Provincial and Federal taxes applicable to Actual cost
allowable expenses
14. Incidentals (drycleaning/laundry, photocopying/business \$17.30
related fees, portorage, internet fees. No receipts required,
overnight travel only (
14. "Per Diem" rate ~~\$60.00~~ 113.25 per day (in lieu of
meals) ~~—~~ (no receipts required, overnight travel only) ~~—~~ charges) exclusive of ~~—~~
~~—~~ accommodation
15. Parking Actual cost
16. Taxis Actual cost

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Approval Date:	September 14, 2000	Resolution No.	409/00
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	

Sunshine Coast Regional District

BOARD POLICY MANUAL

Section:	Finance	5
Subsection:	Expense Accounts	1800
Title:	Constituency Expenses	2

POLICY

All Directors may be reimbursed up to a maximum of \$2,500 for constituency expenses for each budget year. If required, and only after the \$2,500 has been depleted, Electoral Area Directors may be reimbursed up to an additional \$1,000 each, funded by electoral areas only.

Constituency expenses must be incurred as a result of SCRD business and the duties of the office of the Director. These expenses include but are not limited to:

- A portion of internet and data charges (2/3 for electoral area, 1/3 for municipal directors), Phone charges, other technology expenses such as subscriptions for software necessary to Director duties (such as online meetings), home office expenses, website hosting for blogs, printing supplies, facility rentals, advertising local issues for their area, support for producing newsletters and travel expenses in support of local issues.

The SCRD will provide each Director with a tablet and a cell phone complete with plan at the beginning of the term. These devices will remain the property of the SCRD; however, Directors may purchase the devices at a depreciated cost at the end of their term. The cell phone must be returned to the SCRD at the end of a Director's term.

Directors will be provided an allowance of \$750 per term to purchase personal technology accessories (such as monitor, headphones, mouse). These devices will not be maintained by the SCRD and will not be required back at the end of service.

Claims for constituency expenses should be submitted on a monthly basis. Directors must provide a detailed accounting complete with receipts for each claim (other than for mileage). Finance will ensure that all constituency expense claims are processed within a two-week period.

All Directors may be reimbursed up to a maximum of \$2,500 for constituency expenses for each budget year. If required, and only after the \$2,500 has been depleted, Electoral Area Directors may be reimbursed up to an additional \$1,000 each, funded by electoral areas only.

Constituency expenses must be incurred as a result of SCRD business and the duties of the office of the Director. These expenses include but are not limited to:

- Phone charges, printing supplies, advertising local issues for their area, support for producing newsletters and travel expenses in support of local issues.

In addition, the SCRD will provide each Director with a tablet and a cell phone complete with plan at the beginning of the term. These devices will remain the property of the SCRD; however, Directors may purchase the devices at a depreciated cost at the end of their term. The cell phone must be returned to the SCRD at the end of a Director's term.

~~Directors may purchase a printer/scanner device using constituency funds. If the printer costs less than \$250 and is purchased greater than two years before the end of the term, the device will be written off. Otherwise, the device will be depreciated and offered to the Director at the depreciated cost.~~

~~Claims for constituency expenses should be submitted on a monthly basis. Directors must provide a detailed accounting complete with receipts for each claim (other than for mileage). Finance will ensure that all constituency expense claims are processed within a two-week period.~~

REASON FOR POLICY

To provide clarification regarding the budget for constituency expenses.

AUTHORITY TO ACT

Retained by the Board.

PROCEDURE

1. Scope of Policy

Applies to all Directors of the SCRD.

2. Responsibility

Directors

- To be familiar with this policy and to ensure that this policy is followed when submitting expense claims.

Chief Administrative Officer

- To approve Directors' expense claims prior to payment.
- To determine the depreciation rate used to calculate buyout price, consistent with asset management practices within the SCRD.
- To make write off decisions on items of low residual value

General Manager of Corporate Services or Treasurer

- To provide advice and clarification regarding this policy.
- To ensure that constituency expense claims are processed within a two-week period.

Approval Date:	April 4, 2004	Resolution No.	288/04
Amendment Date:	February 12, 2009	Resolution No.	045/09, Rec. No. 17
Amendment Date:	February 10, 2011	Resolution No.	060/11, Rec. No. 2
Amendment Date:	December 11, 2014	Resolution No.	579/14, Rec. No. 4

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Special Corporate and Administrative Services Committee – September 29, 2021

AUTHOR: Dean McKinley, Chief Administrative Officer

SUBJECT: DIRECTORS' ROLES & RESPONSIBILITIES

RECOMMENDATION(S)

THAT the report titled Directors' Roles & Responsibilities be received for information;

AND THAT the Directors' Roles & Responsibilities be approved or amended and incorporated into the SCRD Board orientation process and included with candidate nomination packages during elections.

BACKGROUND

At the regular Board Meeting of June 20, 2021, the following Resolution was adopted:

162/21 **Recommendation No. 5** *Special Meeting for Remuneration Bylaw and Polices Review*

THAT a Special Corporate and Administrative Services Committee meeting be scheduled in July 2021 to discuss the Directors' Remuneration Bylaw, Constituency Expense Policy, Reimbursement of Travel and Other Expenses Policy, **Director job descriptions** and draft policy for Director remuneration review.

DISCUSSION

The purpose of this report is to provide Directors with draft roles and responsibilities for consideration. The Remuneration Committee also recommended that the board consider Roles and Responsibilities (job descriptions).

As outlined in the Director nomination package, the broad role of a council / board is to:

Set strategic direction;

- Adopt the local government's financial plan;
- Broadly allocate resources to services, capital projects, programs and other priorities;
- Represent citizens;
- Engage with the community; and
- Make policies and adopt bylaws.

STRATEGIC PLAN AND RELATED POLICIES

N/A

CONCLUSION

Directors' Roles & Responsibilities have been drafted as requested by Board Resolution 162/21. The roles and responsibilities, once approved, will be incorporated into the SCRD Board orientation process and included with candidate nomination packages during elections.

ATTACHMENTS:

A - BOARD CHAIR ROLES AND RESPONSIBILITIES

B - ELECTORAL AREA DIRECTOR Roles and Responsibilities

C - MUNICIPAL DIRECTOR Roles and Responsibilities

Reviewed by:			
Manager		Finance	
GM		Legislative	X – S. Reid
CAO	X – D. McKinley	Other	

CHAIR ROLE AND RESPONSIBILITIES

DEPARTMENT: ADMINISTRATION / BOARD**DIVISION:****ELECTED OFFICIAL****APPROVED BY: XXXXX****DATE:**Effective Month Year

ROLE SUMMARY:

The Board Chairperson is a member of the Board and the head and chief elected officer of the Sunshine Coast Regional District.

TYPICAL RESPONSIBILITIES:

- a) Ensure the law is carried out for the improvement and good government of the regional district;
- b) Communicate information to the Board;
- c) Provide input and direction for Board agendas and where appropriate, Committee or Commission BOARD agendas;
- d) Preside at Board meetings when in attendance, maintaining the order and conduct of debate and ensuring balanced input from all members;
- e) Recommend bylaws, resolutions and measures that, in the chair's opinion, may assist the peace, order and good government of the regional district in relation to the powers conferred on the Board by an enactment;
- f) Direct the management of regional district business and affairs, maintaining a good working relationship with the Chief Administrative Officer (CAO);
- g) Direct the conduct of officers and employees in accordance with section 239 of the Local Government Act;
- h) Provide leadership in the direction, performance evaluation and setting of the terms of employment of the CAO;
- i) May appoint standing committees of the Board and designate their chairs. Works with Committee Chairs to ensure committees function effectively and keep the Board apprised of actions taken;
- j) Call special meetings of the Board when necessary;
- k) Authorize a Local State of Emergency declaration if needed;
- l) Represent the Board in meetings with senior elected officials from other jurisdictions or at other levels of government;
- m) Act as a key representative with regard to ceremonial responsibilities;
- n) Ensure that issues are fully debated and that the public is heard;
- o) Facilitate collective decision-making;
- p) May act as the SCRD's spokesperson.

CHAIR COMPETENCIES

- a) Leadership
- b) Facilitation
- c) Collaboration
- d) Customer Service
- e) Communication

CHAIR PROFESSIONAL DEVELOPMENT

Attend relevant forums/conferences to ensure a good understanding of legislative changes and impact on regional, sub-regional and electoral area services and to stay current with innovation and trends for local government services.

- a) Attend Local Government Leadership Academy (LGLA) leadership forum
- b) Attend regional district chief executive officer (CEO)/chief administrative officer annual forum
- c) Attend Association of Vancouver Island and Coastal Communities (AVICC) annual convention
- d) Attend Union of British Columbia Municipalities (UBCM) annual convention
- e) Attend Federation of Canadian Municipalities (FCM) annual conference

CHAIR PARTICIPATION IN COMMUNITY EVENTS

Attend community events as available.

SUNSHINE COAST REGIONAL DISTRICT

ROLES AND RESPONSIBILITIES

ELECTORAL AREA DIRECTOR

DEPARTMENT:	ADMINISTRATION / BOARD	DIVISION:	ELECTED OFFICIAL
APPROVED BY:	XXXXXX	DATE:	Effective Month Year

ELECTOR AREA DIRECTOR ROLE SUMMARY:

Represents the electorate in governing the provision of local, inter-jurisdictional and regional services to communities of the Sunshine Coast Regional District. An Electoral Area Director is to ensure good government, services and stewardship of public assets and foster the current and future economic, social and environmental well-being of the region and its communities.

TYPICAL ELECTORAL AREA RESPONSIBILITIES:

- a) Collaborate with fellow Board members to develop and set strategic direction for the organization;
- b) As a member of the Board, consider and vote on policies and bylaws governing the operations of the organization, delivery of services to the community and stewardship of public assets;
- c) As a member of the Board, participate in the allocation of resources through the review and adoption of the Five-Year Financial Plan;
- d) Attend Board, Committee and Commission meetings;
- e) Attend or participate in external organizations as appointed by the Board or the Board Chair;
- f) Liaise with community organizations such as taxpayer associations, historical and cultural societies, sports organizations, and other special interest groups;
- g) Attend local events in support of constituents and community groups;
- h) Liaise with elected officials in other levels of government including municipal councils, and provincial and federal ministries, in relation to local issues;
- i) Attend Association of Vancouver Island and Coastal Communities (AVICC), Union of BC Municipalities (UBCM), and Federation of Canadian Municipalities (FCM) conferences as approved by the Board;
- j) Participate in the review and adoption of the Annual Report;
- k) Review and recommend applications for Electoral Area Grants-in-Aid;
- l) Engage in public consultation through formal and informal channels, and may organize meetings with local constituents on various initiatives;

- m) As a member of the Board, provide input on the direction, performance evaluation and terms of employment of the Chief Administrative Officer (CAO);
- n) Observe strict confidentiality regarding closed session matters;
- o) Attend the SCRD's Organization orientation and the LGLA Elected Officials seminar post-election.

TIME COMMITMENT AND AVAILABILITY

Significant time is required to review materials in preparation for Board, Committee and other meetings and events.

Electoral Area Directors may attend meetings and events, and respond to constituents during evenings and on weekends as required.

This role generally involves *at least* the equivalent time commitment of a part time job, and at times may involve activities that approximate or exceed a full-time position.

DIRECTOR COMPETENCIES:

- a) An interest in broad-based community issues, a desire to contribute, and a willingness to learn
- b) As an Electoral Area Director serves their term of office they are expected to develop a body of knowledge supportive of informed decision-making.
- c) Ability to establish and maintain courteous, tactful, diplomatic working relationships with other Board members, employees of the SCRD and the general public
- d) Ability to make an objective and informed decision
- e) Ability to engage in effective interpersonal communication (verbal and written), problem solving and conflict resolution
- f) Ability to speak in public and effectively communicate complex or technical information
- g) Ability to behave in a way that inspires the public trust and sets an example for the organization.
- h) Ability to meet deadlines.
- i) Ability to participate as an engaged member of a team.
- j) Ability to prioritize and competently manage a variety of activities and conflicting demands;
- k) Analytical and problem-solving skills.
- l) Ability to analyze concepts and strategies, to establish goals and priorities and to work within general objectives.
- m) Ability to make space for disagreement, accept the majority even when it conflicts with their opinion, and accept responsibility for their actions and decisions, and those of the Board.
- n) A basic understanding of parliamentary procedures
- o) Proficient computer skills with MS Office in a MS Windows environment and Adobe Acrobat Reader
- p) Familiarity with web browsers and the use of the Internet

SUNSHINE COAST REGIONAL DISTRICT

ROLES AND RESPONSIBILITIES

MUNICIPAL DIRECTOR

DEPARTMENT:	ADMINISTRATION / BOARD	DIVISION:	ELECTED OFFICIAL
APPROVED BY:	XXXXX	DATE:	Effective Month Year

ELECTORAL AREA DIRECTOR ROLE SUMMARY:

Represents a member municipality in governing the provision of local, inter-jurisdictional and regional services to communities of the Sunshine Coast Regional District. A Municipal Director is to ensure good government, services and stewardship of public assets, and foster the current and future economic, social and environmental well-being of the region and its communities.

TYPICAL RESPONSIBILITIES:

- a) Collaborate with fellow Board members to develop and set strategic direction for the organization;
- b) As a member of the Board, consider and vote on policies and bylaws governing the operations of the organization, delivery of services to the community and stewardship of public assets;
- c) As a member of the Board, participate in the allocation of resources through the review and adoption of the Five-Year Financial Plan;
- d) Attend Board, Committee and Commission meetings;
- e) Attend or participate in external organizations as appointed by the Board or the Board Chair;
- f) May liaise with community organizations such as taxpayer associations, historical and cultural societies, sports organizations, and other special interest groups;
- g) May attend local events in support of constituents and community groups;
- h) Liaise with elected officials in other levels of government including municipal councils, and provincial and federal ministries, in relation to local issues;
- i) Attend Association of Vancouver Island and Coastal Communities (AVICC), Union of BC Municipalities (UBCM), and Federation of Canadian Municipalities (FCM) conferences as approved by the Board.
- j) Participate in the review and adoption of the Annual Report;
- k) As a member of the Board, provide input on the direction, performance evaluation and terms of employment of the Chief Administrative Officer (CAO);
- l) Observe strict confidentiality regarding closed session matters

- m) Attend the SCRD's Organization orientation and the LGLA Elected Officials seminar post-election

TIME COMMITMENT AND AVAILABILITY

Significant time is required to review materials in preparation for Board, Committee and other meetings and events.

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This role generally involves *at least* the equivalent time commitment of a part time job, and at times may involve activities that approximate or exceed a full-time position.

DIRECTOR COMPETENCIES

- a) An interest in broad-based community issues, a desire to contribute, and a willingness to learn
- b) As a Municipal Director serves their term of office they are expected to develop a body of knowledge supportive of informed decision-making.
- c) Ability to establish and maintain courteous, tactful, diplomatic working relationships with other Board members, employees of the SCRD and the general public
- d) Ability to make an objective and informed decision
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- o) Proficient computer skills with MS Office in a MS Windows environment and Adobe Acrobat Reader
- p) Familiarity with web browsers and the use of the Internet