

THE AGENCY FOR CO-OPERATIVE HOUSING

POLICY MANUAL

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1.1.4: By-law No. 1,
3.2.1: Financial Accountability

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2 Years

AUTHORITY:

Board of Directors

DUE FOR NEXT REVIEW:

November 2013

SUBJECT:

Director Compensation and Expenses

1. Introduction

The purpose of these guidelines is to ensure that members of the Board of Directors are compensated appropriately for their service and reimbursed for expenses properly incurred; to promote economy in the use of the Agency's resources; and to assist in keeping the Agency's governance costs within budgeted amounts.

2. Compensation

2.1 Directors will receive an honorarium of \$350 for each full day spent travelling to or attending meetings of the Board of Directors or committees of the Board and \$215 for each board or committee teleconference at which they are present, but will not otherwise be remunerated in their capacity as directors or officers.

2.2 The Agency will issue T4 slips following each calendar year reporting honoraria paid to directors.

3. Accommodation

Directors are expected to ask Agency staff to arrange their hotel accommodation when travelling on Agency business.

Agency staff will arrange suitable hotel accommodation for board meetings for all out-of-town directors.

4. Meals

For each day or part day spent travelling on Agency business, directors are entitled to a meal allowance for each breakfast, lunch and dinner, according to the time of day, if the meal was not provided free of charge or included in the cost of transportation. Once this meal allowance has been paid, directors may not claim any additional sum for meals or for gratuities associated with meals. Meal allowances will be paid at Treasury Board of Canada rates applicable to the federal public service.

5. Incidentals

Directors are entitled to an allowance for incidental expenses incurred while travelling on Agency business.

Incidental expenses include such items as gratuities (other than those related to meals and taxi use), laundry, dry cleaning, depreciation of luggage and other personal supplies and services for which no other reimbursement or allowance is provided and that can be attributed to a period of travel.

The incidental-expense allowance will be paid at Treasury Board of Canada rates applicable to the federal public service.

An incidental-expense allowance is due for each day or part day spent in travel when the Agency has authorized overnight accommodation.

6. Transportation

The Agency will reimburse directors for reasonable and necessary transportation expenses actually incurred in the performance of their duties, as follows:

- (a) where the director uses his or her own car, kilometrage at the Treasury Board of Canada rate for Ontario;
- (b) the cost of air, rail or bus travel, as appropriate;
- (c) taxi or parking costs;
- (d) car-rental costs.

Directors are expected to take advantage of reduced airfares whenever possible. The Agency will pay for full economy-class airfare when lower-cost fares are unavailable. First-class train travel is acceptable where the cost is lower than economy-class airfare.

7. Entertainment and Promotion

Unless specifically authorized by the Board of Directors, directors may not receive funds for entertainment and promotion purposes.

8. Child and Elder Care

On presentation of receipts, the Agency will reimburse directors for reasonable and necessary child- or elder-care expenses incurred in addition to the claimant's normal child- or elder-care expenses while attending Agency meetings.

The Agency will not reimburse travel and hotel expenses for accompanying children above the claimant's own reasonable and necessary expenses.

9. Evidence of Expenses Incurred

9.1 All expense claims, except for meal allowances and public-transit expenses, must be substantiated by receipts and must indicate the nature of the activity carried out on the Agency's behalf.

9.2 Directors are encouraged to retain, for income tax purposes, receipts for actual meal expenses incurred.

10. Filing of Expense Reports

Expenses must be claimed within one month of the end of the month in which they were incurred. The Agency is not obliged to honour late claims.

11. Accountable Advances

A director required to travel out of town on Agency business may request an accountable advance to defray anticipated travel expenses. The Agency must receive a full accounting of expenses charged against the advance, along with any unspent funds or a claim for expenses incurred in excess of the advance, within one month of the end of the calendar month in which the travel was completed. The Agency will issue no further advances without having received both.