

 DISTRICT OF RAINY RIVER SERVICES BOARD	SECTION: Governance
	POLICY TITLE: Board Remuneration
POLICY NO: G-3.2	POLICY AREA: Conduct and Accountability
ORIGINAL DATE: April 8, 1999	OWNER: Corporate Secretary-Treasurer (CAO)
REVISION DATE: May 21, 2026	APPROVAL AUTHORITY: Board of Directors
NEXT REVIEW DATE: May 2030	APPROVED BY: Resolution #27/26

1. Purpose

To establish a transparent, fiscally responsible, and service-based framework for Board member remuneration and reimbursement of eligible expenses.

2. Scope

This policy applies to all members of the DRRSB Board of Directors, including the Chair and Vice Chair; and Board-appointed committee members, where applicable.

3. Standards

3.1 Board service is a public responsibility carried out on behalf of the municipalities and territory without municipal organization in the district.

3.2 Board remuneration and expense reimbursement shall be established by Board policy and administered in a manner consistent with applicable law, the DRRSB By-Law No. 1, and the approved budget.

3.3 The remuneration and reimbursement framework shall support transparency, prudent stewardship of public funds, and reasonable recognition of Board service.

4. Definitions

4.1 For the purposes of this policy, an eligible meeting is a meeting that:

- Is formally scheduled or duly called;
- Has quorum; and
- Is approved by the Board or required by statute or by-law.

4.2 Approved conferences or other meetings outside of regular or special Board meetings are those planned for and supported by Board resolution. Attendance includes in-person or virtual participation for the duration of the meeting or conference. Travel time is included.

5. Policy

5.1 Board members shall be compensated for attendance at eligible Board meetings and Board-approved committee meetings on a per-meeting-attended basis as follows:

- Regular or Special Board Meeting: \$200.00 per meeting attended
- Board-Approved Committee Meeting:
 - \$200.00 for 6 hours or more;
 - \$100.00 for 3 to 6 hours, or
 - \$50.00 for up to 3 hours; and
- Chairing Premium: +\$75.00 per Board or Committee meeting chaired.

5.2 Compensation shall not be paid for:

- Cancelled meetings
- Informal briefings or workshops, unless specifically authorized by Board resolution
- Reading or preparation time; or
- Community events, unless specifically authorized by Board resolution.

5.3 Board members may be compensated for attendance at approved conferences, training, or other meetings outside of regular or special Board meetings where such attendance has been planned for or approved by Board resolution. Board members may claim a per diem outside of regular Board meetings as follows:

- \$200.00 per day for 7 hours or more;
- \$100.00 per half day for 3 to 7 hours; or
- \$50.00 for up to 3 hours.

5.4 In recognition of duties performed outside of regular, special, and committee meetings, the following additional monthly honoraria shall be provided:

- Chair: \$200.00 per month
- Vice-Chair: \$150.00 per month

5.5 Board members are eligible for reimbursement of reasonable and necessary expenses incurred while attending eligible meetings or approved conferences or events. All reimbursements shall comply with the DRRSB Travel Expense Policy (e.g., F-4.15).

5.6 Claims that do not comply with this policy or the DRRSB Travel Expense Policy shall not be reimbursed unless specifically authorized by the Board.

6. Roles and Responsibilities

6.1 The Board:

- Approves the remuneration and reimbursement framework; and
- Approves any material changes to the framework.

6.2 Board members:

- Submit complete and accurate claims only for authorized Board business; and
- Comply with this policy and the Travel Expense Policy.

6.3 The CAO with support from the Director of Finance & Infrastructure:

- Administers this policy and ensures related payment and reimbursement processes;
- Ensures meeting attendance is recorded in the official minutes; and
- Supports annual reporting on Board remuneration and expense payments through the budget and financial reporting process.

7. Related Tools and Policies

- DRRSB By-Law No. 1
- F-4.15 DRRSB Travel Expense Policy
- Expense claim process and forms, as relevant