

2.7 BOARD AND COMMITTEE EXPENSES AND REMUNERATION

INTENT:

Board and appointed committee members who represent the community, Indigenous, and non-government sectors will be reimbursed for pre-approved expenses and time spent on LICA activities.

2.7.1 DIRECTIVES:

- 2.7.1.1 Board and committee members will endeavour to keep expenses and claims to a minimum.** Pre-approved stipends and expenses will be paid where participants are providing service as a LICA Board or committee member.
- 2.7.1.2** Board and committee members whose time is covered by their employers are not eligible for remuneration.
- 2.7.1.3** LICA members attending meetings as guests or observers are not eligible for stipends.

2.7.2 IMPLEMENTATION:

- 2.7.2.1** LICA Board and committee members attending an approved conference may claim a stipend for conference days only.
- 2.7.2.2** Elected and appointed members will be paid stipends and be reimbursed for expenses at the following rates:
 - Meetings, events, and training (excluding the AGM) - \$ 130.00
 - Round-trip mileage in accordance with the Alberta Government rate in effect at the time of LICA's annual organizational meeting.
 - Parking as per itemized receipt
 - Meal allowances, which include gratuity and GST; no receipts required:
 - Breakfast - \$20.00
 - Lunch - \$25.00
 - Dinner - \$30.00
 - Accommodation as per itemized receipt
- 2.7.2.3** The Board Chairperson will receive a flat rate of \$100 per month, over and above any stipends paid.

Review Dates: Jan 2006; Sep 2006; Oct 2007; May 2008; Sep 2008; Jan 2010; Jun 2010; May 2011; May 3, 2012; April 3, 2014; October 2, 2014; June 26, 2017; January 8, 2018; April 16, 2018; December 8, 2021; February 8, 2023; September 5, 2023

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- 2.7.2.4 The Officers may receive stipends, upon approval of the Board, for additional duties associated with their roles.
- 2.7.2.5 While there is an expectation of attendance for the complete meeting, event, or training, stipends will be paid only if individuals remain for the major portion of the meeting, event, or training.
- 2.7.2.6 An individual will receive one stipend per committee event, meeting, or training per day.
- 2.7.2.7 Mileage will be paid to individuals travelling to and from a meeting, event, or training session related to LICA business. LICA reserves the right to verify mileage charges prior to approval.
- 2.7.2.8 Where two or more individuals carpool to a meeting, training, or event, only the person whose vehicle makes the trip will be reimbursed for mileage.
- 2.7.2.9 Industry representatives will be eligible for reimbursement of expenses as pre-approved by the Board of Directors.
- 2.7.2.10 Other members may be approved to attend meetings, conferences, etc. with reimbursement at the discretion of the Board.
- 2.7.2.11 Reimbursement will be made after expenses are incurred and receipts and invoices are submitted and approved.
- 2.7.2.12 Claims other than mileage, meals, and stipends require original itemized receipts.
- 2.7.2.13 All expense and remuneration claims will be reviewed and approved by the Executive Director or Board designate.
- 2.7.2.14 Where anticipated expenses are known (e.g., conference fees), the Executive Director may pay for them with the LICA credit card.

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