

REGIONAL DISTRICT OF NANAIMO

P O L I C Y

SUBJECT:	<i>Board Members' Equipment and Expense Claims</i>	POLICY NO: A1.31
		CROSS REF.:
EFFECTIVE DATE:	November 8, 2022 December 12, 2017	APPROVED BY: Board
REVISION DATE:	September 6, 2022	PAGE: 1 of 23

PURPOSE

To establish the terms and conditions for ~~submitting~~ expense claim submissions and equipment for Board members.

POLICY

1. Personal Computers

Upon ~~initial~~ election, a Director shall ~~have the option to have the Regional receive District provide an RDN approved~~ supplied laptop ~~and/or~~ iPad ~~and~~, monitor ~~and printer/scanner/copier to the Director~~ for their use for Regional District business during their term of office. The Regional District will provide a laptop with remote support capabilities for Electoral Area Directors. ~~pay for the initial installation, setup and maintenance costs as required and shall where requested provide paper, and printer cartridges for Regional District business or reimburse a Director for the out of pocket cost of such supplies.~~

~~In lieu of the above equipment, the Director may elect to receive a taxable cash allowance of \$2,000 for the purchase of equivalent equipment that is compatible with the RDN's technology.~~

~~Where a Director is re-elected to a further term, the Director may elect instead of receiving the new equipment to receive a taxable cash allowance of \$2,000 which shall be paid on January 1 in the year following the election. In the event the Director elects the cash allowance, the Regional District shall have no further responsibility for the repair or upgrading of the laptop, monitor or printer.~~

2. Internet Service

The Regional District will pay, or reimburse Directors, for the cost of installation of a modem and setup of internet access for Directors. An allowance for the monthly cost of high speed internet service shall be provided on or about the first day of the month. The allowance also applies to Municipal Directors who do not receive this allowance from their municipalities.

3. Mobile Telecommunication Devices

At the option of a Director, the Regional District will either provide the Director with a mobile device or a monthly allowance of \$50 as reimbursement for a mobile telecommunication device. ~~The allowance shall be provided on or about the first day of the month.~~

~~4. Annual Eligibility for Communication Services Allowances~~

In December of each year a Director shall report to the Director of Finance which communication services will be used by the Director in the subsequent year. The monthly allowances shall be amended in accordance with that report commencing January 1 of each calendar year.

~~5.4. Equipment disposition at the end of a Director's term of office~~

In consideration of the extensive use of equipment during a four year term of office, any equipment ~~purchased by a Director using a cash allowance or~~ supplied by the Regional District to a Director, as outlined in this policy, shall remain the property of the Director once they are no longer holding office. The Director shall allow the RDN Information Services department to remove any RDN specific software at the end of their term.

5. Non-Taxable Benefit

Where the Regional District purchases and provides equipment under this Policy in order to provide a benefit to the Regional District, the equipment is deemed to be a non-taxable benefit in accordance with Canada Customs and Revenue Agency rules and regulations.

~~Cash allowances provided under this policy shall be treated as taxable benefits in accordance with Canada Customs and Revenue Agency rules and regulations.~~

6. Expenses Reimbursement

Detailed receipts will be required for the following expenses:

- a. **Meals** - except when claiming the per diem rate, a receipt detailing meal costs and the names of the persons attending the meal.
- b. **Transportation** - for all means of transportation excluding personal vehicle mileage.
- c. **Accommodation** - except when paid by/billed to the Regional District.
- d. **Parking costs**
- e. **Long distance telephone charges** – that relate to RDN business

7. Conference/Seminar registration fees - except when paid by/billed to the Regional District.

8. Mileage - Claims shall be submitted on the Regional District standard mileage claim form at the end of the month in which expenses were incurred.

9. Conventions/Seminars/Other - Claims may be submitted immediately subsequent to the Director's return using the Regional District standard expense claim form.

All expense claims will be processed following regular accounts payment procedures.

To maintain current accounting records that support accurate public reporting, claims should be submitted within thirty (30) calendar days of the month in which the expenses were incurred.

No claim for a previous year will be paid if submitted after January 31st of the following year unless authorized by a Board resolution.