

**BRITISH COLUMBIA FARM INDUSTRY  
REVIEW BOARD (BCFIRB)**

Effective April 15, 2016

**2016-17 MEMBER COMPENSATION AND  
EXPENSE REIMBURSEMENT GUIDELINES**

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## BACKGROUND

The rates and procedures herein are published under *Treasury Board Directive (TBD) 2/11*, December 16, 2010, *Remuneration Guidelines for Appointees to Administrative Tribunals*. TBD 2/11 applies to BCFIRB members as part-time Category D appointees to a Group 1 administrative tribunal. Category D appointees are “independent contractors” and not employees of the Public Service (TBD 2/11, p. 6.2).

## ORDINARY EXPECTED COMMITMENT

Historically, the ordinary expected time commitment for BCFIRB is as follows:

Chair	8-10 days per month for an annual maximum of 120 days
Vice Chair	6-8 days per month for an annual maximum of 96 days
Members	4-6 days per month for an annual maximum of 72 days

For a 7-member BCFIRB, the maximum collective expected commitment is 576 days per annum (516 total days were recorded in FY 2015/16).

In “extraordinary circumstances” and for “special time-limited remuneration arrangements”, the Appointee Remuneration Committee of Treasury Board, at the recommendation of the Minister of Agriculture, may approve the tribunal or its chair contributing time over and above the “ordinary” expected commitment” (TBD 2/11, p. 4.2(e)).

## CURRENT COMPENSATION

In accordance with TB Directive 2/11 and as approved by the Minister of Agriculture on May 15, 2007, approved per diems for BCFIRB members are as follows:

Chair	\$625
Vice Chair	\$525
Members	\$400

At the chair’s discretion, members who chair a formal, oral hearing (preliminary or on the merits) may be compensated at the rate of \$525 for each day that hearing is conducted (but not for other, non-hearing work related to that proceeding).

## FY 2016/17 BUDGET PARAMETERS

For the purposes of planning and managing the FY 2016-17 budget (avg. 7 member board, current budget allocation and priorities), the total BCFIRB member per diem commitment is 492 days, broken down for budget planning purposes as follows:

Chair	108 (avg. 9 days per month)
Vice Chair	84 (avg. 7 days per month)

Members

60 (avg. 5 days per month)

Actual assignment of work to individual members remains at the **discretion of the Chair** and will be managed in support of overall board priorities, requirements and effectiveness. For budget planning purposes, total member expenses are calculated at 15% of the member per diem commitment with **all travel requiring the prior, recorded approval of the Chair.**

## **DUTIES FOR WHICH REMUNERATION IS AUTHORIZED (TBD 2/11, p. 6.6):**

### **Social Events**

Members are **not entitled** to be reimbursed for **attending social events**, including meals and receptions **as part of conferences or speaking engagements**, as part of their **additional** duties (TBD 2/11, p. 6.6(i)). However, required **educational programs, conference fees and associated travel expenses** may be paid or claimed **with prior, recorded discussion/approval** of the Chair.

### **Participation at Hearings or Meetings**

Members may claim, and be paid, the **full per diem rate** for attending hearings or other meetings involving BCFIRB that last **more than 4 hours, including travel time to and from the hearings or meetings** (TBD 2/11, p. 6.6(c)).

Members may claim, and be paid, **one half of the per diem rate** for attending hearings or other meetings involving BCFIRB that last **4 hours or less, including travel time to and from the hearing or meeting** (TBD 2/11, p. 6.6 (b)). See also [Compensation Administration](#).

Members are only entitled to be paid or to claim **the maximum of one per diem allowance** in any 24 hour day while working for BCFIRB (TBD 2/11, p. 6.6(a)).

### **Writing or Reviewing Reasons, Policies, Proposals, Reports and Other Additional Duties**

Members assigned to write reasons may claim up to **5** additional per diems for the production of those reasons for decision. When panels consist of more than one member, each additional member may claim up to **2** additional per diems for review of the draft reasons for decision.

**Additional remuneration** (e.g., writing reasons for disposition in unusually complex matters, production of policy documents, or other duties from time to time assigned) **may be paid or claimed with prior, recorded discussion/approval of the Chair** (TBD 2/11, p. 6.6(e)).

## **Preparation for Hearings or Meetings**

Members will be paid the applicable per diem for necessary preparation for a proceeding – including distinct, substantive preliminary matters – or other meeting to a maximum of **2** days. This will also apply to necessary preparation for a proceeding or meeting cancelled or which collapses at short notice (less than 36 hours before commencement). Members will not otherwise be compensated for cancelled proceedings or meetings but will be given consideration for additional assignments (TBD 2/11, p. 6.6(f)).

## **Travel to Hearings or Meetings**

Members will be paid the applicable per diem for travel to a necessary proceeding, other meetings of BCFIRB or required meetings with other agencies located more than 32 KMs from their residence to a maximum of one day (TBD 2/11, p. 6.6(h)).

## **Professional Dues and Membership Fees**

Members are not entitled to be reimbursed for any professional dues, membership fees, insurance or other costs (TBD 2/11, p. 6.8).

## **Indemnification**

Members are to be indemnified by the Minister of Finance in accordance with the procedures for indemnification set out in the *Guarantees and Indemnities Regulation* 258/87 of the *Financial Administration Act* (TBD 2/11, p. 6.9).

## **Not Subject to Deductions**

Remuneration paid to members is **not subject to deductions** for the Canada Pension Plan or for Employment Insurance and is to be **reported annually** to the Canada Customs and Revenue Agency on a **T4A Supplementary Slip**.

## **Expenses and Allowances - Overview**

Members are entitled to be reimbursed for transportation, accommodation, meal and out of pocket expenses incurred in the course of their duties, as a member of BCFIRB, in accordance with Group 2 rates, policies, and procedures as outlined in the *Terms and Conditions of Employment for Excluded Employees/Appointees* (TBC 2/11, p. 6.7). These rates are subject to change.

## **COMPENSATION ADMINISTRATION**

### **Calculation of Per Diems (TBD 2/11, p. 6.6)**

Rather than prior approve short-term work members may be required to undertake of less than 4 hours, members are authorized to accumulate and bill that work in half day (4 hours) increments.

All member claims for per diem fees and travel expenses must be submitted not later than monthly and are **subject to review by the Executive Director and approval by the Chair to ensure consistency with these guidelines, TBD 2/11 and applicable government financial policies.**

## **Expenses and Allowances - Authorized**

### **Meal Allowances**

Meal allowances are paid only while on “travel status” defined as any meeting or hearing more than 32 km from the member’s home/office bases, and

- if travel starts after 7 am, breakfast cannot be claimed;
- if travel starts after 12 pm, lunch cannot be claimed;
- if travel starts before 7 am and return home is after 6 pm, a full day expense per diem can be claimed.

Group 2 meal allowances are:

Full Day \$	Half Day \$	Breakfast Only \$	Lunch Only \$	Dinner Only \$	B&L Only \$	L&D Only \$	B&D Only \$	Incidental Only \$
<b>49.00</b>	<b>N/A</b>	<b>22.00</b>	<b>22.00</b>	<b>28.50</b>	<b>30.00</b>	<b>36.50</b>	<b>36.50</b>	<b>14.00</b>

- The reimbursement rates cover meal and other out-of-pocket travel expenses.
- Where travel is for a partial day, only meals that are applicable to that portion of the day spent on travel status are claimed.
- Where a meal is provided without charge or is paid for from public funds, no claim for that meal can be made.
- The meal/per diem allowances cover expenses arising from absences away home/office base over a meal period(s).

**No receipts are required for meal or incidental allowances.**

### **Private Vehicle Allowance**

Where a private vehicle is used on **BCFIRB** business, reimbursement shall be:

**Effective April 1, 2016      \$0.53 per KM**

- the distance allowance does not apply when using leased, rental or government vehicles;
- actual transportation toll charges may also be claimed (receipts required).

### **Acceptable Parking Charges**

When a private, Government, or leased/rental vehicle is used for **BCFIRB** business, parking charges will be reimbursed (**receipts required**).

### **Vehicle Damage Reimbursement**

Where a member's private vehicle is damaged while in use on **BCFIRB** business, the Provincial Government shall reimburse the lesser of actual vehicle damage repair cost or the appointee's vehicle insurance deductible to a maximum of \$500 per occurrence, for:

- a) damage caused to the vehicle by vandalism while on **BCFIRB** business;
- b) damage as a result of an accident while on **BCFIRB** business.

This section will not apply where a court holds that the member or driver of the vehicle is guilty of willful, wanton or gross negligence.

### **Air Transportation**

Members should **request the BCFIRB office to book commercial air transportation** rather than charging costs to personal credit cards. Charges to BCFIRB office are **GST exempt**.

Members **paying for their own flight arrangements** must **provide receipts** with their expense claim.

The **most economic airfare** for air travel is required. This restriction may be waived in exceptional circumstances, with the **prior, recorded** approval of the **chair**.

### **Mode of Transportation**

**BCFIRB reserves the right to designate** a member's **mode of transportation**. Other considerations must include:

- the **cost and efficiency** of **alternative transportation** modes (i.e., time required to reach the destination and lost productivity), and
- additional **travel costs** (accommodation, meals, taxi, vehicle rentals, per diem fees) associated with each alternative.

### **Travel Loyalty Program Benefits**

Travel loyalty program benefits, such as airline frequent flyer points that are accumulated by members while travelling at **public expense must not be used for personal benefit**. Such benefits or discounts should be applied only against future BCFIRB travel or donated to charities associated with the program. Benefits accumulated while travelling at public expense should not be used beyond the term of appointment.

No meal, accommodation, travel time or any other expense(s) will be reimbursed beyond the transportation costs that would have occurred had the appointee taken the designated commercial transportation.

Where personal and BCFIRB travel are combined, reimbursement is to be based upon the lesser of actual transportation expenses or the most economical transportation expenses that

would have been incurred had personal travel not taken place. Per diem allowances and other expenses will not be reimbursed beyond the costs that would have been incurred had personal travel not taken place.

Board members are not authorized to fly private or personally rented aircraft on BCFIRB business (travel expenses, air travel insurance, Workers' Compensation Board coverage, etc. would not apply during this or **any unauthorized travel**).