



SUBJECT:

REMUNERATION AND HONORARIUM POLICY

POLICY 1.7.1

1. PURPOSE:

- 1.1 Board members serve as unpaid volunteers, giving their time and energy for the benefit of the community. This policy has two purposes. First, it acknowledges their service in a manner consistent with other municipal police boards and volunteer boards. Second, it is meant to encourage participation from all segments of the community.
- 1.2 The honorariums described in this policy are not intended to compensate Board members on a time or materials basis.
- 1.3 This policy applies to all Board members other than Council members appointed section 23(1)(a) of the *Police Act*.

2. ELIGIBLE MEETINGS/EVENTS AND HONORARIUM RATES RULES

- 2.1 Board honorarium rates depend on the type and duration of the Event or Meeting. Claims for honorariums are optional; however, if an honorarium is claimed, Board Members must claim according to the table below. Eligible meetings or events means in person or electronic attendance.
- 2.2 Each Board member may claim honorariums to a maximum of **\$12,000** per fiscal year. The Board Vice -Chair may claim up to an additional **\$1,500** per fiscal year and the Board Chair an additional **\$3,000** per fiscal year.

MEETING CODE	ELIGIBLE MEETING OR EVENT	RATE AND DURATION
1	Regular or Special Saanich Police Board (SPB) Meeting. Note: Regular SPB Meetings (Public, In Camera, Double In Camera) occurring on the same date will be considered to be a single continuous meeting.	\$273 up to to 4 hr meeting \$546 for a 4 to 8 hr meeting \$150 additional payment if meeting goes beyond 8 hrs
2	Regular or Special SPB Committee Meetings	\$273 up to 4 hr meeting \$546 for a 4 to 8 hr meeting \$150 additional payment if meeting goes beyond 8 hrs



MEETING CODE	ELIGIBLE MEETING OR EVENT	RATE AND DURATION
3	Board and Committee Meetings of the BC Association of Police Boards (BCAPB) and Canadian Association of Police Governance (CAPG), if you are the SPB representative. Note: BCAPB and CAPG annual AGM meetings are included when attending as a SPB Member.	\$273 up to 4 hr meeting \$546 for a 4 to 8 hr meeting \$150 additional payment if meeting goes beyond 8 hrs
4	SPB Workshops/training events organized by SPB or by the Department where Board attendance is desirable (for example, strategic planning, budget)	\$273 up to 4 hr event \$546 for a 4 to 8 hr event \$150 additional payment if event goes beyond 8 hrs
5	Training/education events & webinars provided by the Ministry of Public Safety and Solicitor General or other governmental body, if specifically designed for Police Board members.	\$273 up to 4 hr event \$546 for a 4 to 8 hr event \$150 additional payment if event goes beyond 8 hrs
6	Department swearing-in and graduation ceremonies	\$150 for each event
7	Participation in Board Member, Chief Constable and other Department senior management interviews	\$273 up to 4 hr interview
8	SPB meetings with third party stakeholders (for example, the Saanich Police Association)	\$273 up to 4 hr meeting \$546 for a 4 to 8 hr meeting \$150 additional payment if meeting goes beyond 8 hrs
9	Meetings with SPB or individual Board Directors requested by the Chief Constable or other senior Department staff.	\$273 up to 4 hr meeting \$546 for a 4 to 8 hr meeting \$150 additional payment if meeting goes beyond 8 hrs
10	Social or community events when attending as a representative of the Board (e.g. attend community association events with Chief Constable)	\$150 up to 2 hours \$273 2 to 4 hr meeting \$546 for a 4 to 8 hr meeting \$150 additional payment if meeting goes beyond 8 hrs



MEETING CODE	ELIGIBLE MEETING OR EVENT	RATE AND DURATION
11	BCAPB and CAPG Annual Conferences	\$200 Per Day for approved full day attendance at Conferences to compensate for lost wages
12	Additional amount for the day spent traveling outside of Vancouver Island or the Lower Mainland before and after meetings or events described in 1-12 above	\$100 day

2.4 Amendments to the rates in the table may be approved by a 2/3 vote of the Board but will not take effect until the subsequent fiscal year.

2.5 Meetings, events, and activities that do not fall within one of the categories listed in the table above do not qualify for an honorarium. For clarity, ineligible meetings, events, or activities include:

- Social and community events where you attend as an individual rather than a Board representative.
- Informal meetings or social gatherings among Board members.
- Travel time to attend meetings and events within the Capital Regional District or, to/from the Capital Regional District and the Lower Mainland.
- Time spent drafting or reviewing documents.

3. CLAIMS AND PAYMENT PROCESS

3.1 Board members claiming honorariums must submit an Honorarium Entitlement Form to the Board Executive Assistant, setting out a list of eligible meetings and events attended by the Board member, time spent at each meeting, and the amount claimed. Honorariums, once approved by the Chair and in the case of the Chair, the Vice Chair, will be paid quarterly, less all statutory deductions.

3.2 Tax slips will be issued to each Board member receiving honorariums at or shortly after the end of each calendar year.

4. TRAVEL EXPENSES AND PER DIEMS

4.1 In addition to an honorarium, Board members are entitled to be reimbursed for travel expenses and *per diems* if travel outside of the Capital Regional District is required to



conduct Board business, in accordance with the Department's Travel Expense Policy in place from time to time, but subject to the rates approved by the Canada Revenue Agency from time to time.

4.2 Extraordinary expenses may be claimed and will be considered by the Board for approval on a case-by-case basis.

4.3 Board members may obtain a Travel Expense Form from the Board Executive Assistant.

References:

- Saanich Police Department Travel Expense Policy

Date of Original Approved Policy	January 9, 2024
Date Amended	April 9, 2026
Date SPB Approved	April 14, 2026