

## APPENDIX 8: *PER DIEM* POLICY

1. Members of the Police Board, other than the Mayor as Chair, are eligible to receive a *per diem*. The *per diem* is not designed to compensate a Board member for actual hours worked. Rather, it is in the nature of an honorarium or stipend – a token payment designed to express appreciation for voluntary hours and to cover out-of-pocket and incidental expenses (e.g. parking, transportation, printing costs, cell phone, telephone, and child care) incurred by the member in the course of carrying out their Board duties. Extraordinary childcare expenses will be reviewed on a case-by-case basis by the Board's Human Resources and Compensation Standing Committee.
2. Police Board *per diems* will be reviewed by the Governance Committee at least every five years. Provided the Governance Committee is satisfied that the *per diem* rate remains appropriate and in line with similar boards, the rate may be adjusted at the time of review to ensure it is equivalent to the lesser of a) the previous year's *per diem* plus an increase in line with inflation or b) the *per diem* rate paid to the members of the GVRD Board.
3. *Per diems* are not paid for:
  - participation at social events or awards/recognition ceremonies;
  - informal meetings with Board and VPD staff;
  - externally organized workshops and events, unless specifically authorized by the Board based on the level of work and responsibility involved and the benefit to the Board of having the member participate.
4. The Board Executive Director is responsible for submitting a *per diem* payment form to the Police Department at the end of each month. Board members will receive a T4 at Year End and are responsible for the payment of any taxes. CPP contributions will be deducted at source by VPD Payroll.
5. Board and Committee Meeting *Per Diem*
  - (a) Effective October 1, 2016 the *per diem* rate is \$273 per meeting of four hours or less and \$548 per meeting of four to eight hours. If the Board meets for more than eight hours consecutively, a further *per diem* will be paid.
  - (b) This *per diem* is paid for attendance at:
    - regular and in camera Board meetings;
    - meetings of the Finance, Governance, and Human Resources and Compensation Standing Committees;
    - official Board workshops organized by the Board Office (e.g. annual Strategic Planning workshop);
    - joint 'board-to-board' meetings with key stakeholders (e.g. Vancouver Coastal Health);
    - other special meetings determined by the Board.

(c) *Per diem* payments will also be made for participation at these meetings by means of conference call, at the rate of \$150 for a meeting of four hours or less and \$300 for a meeting of more than four hours.

## 6. *Per Diem* for Other Meetings and Activities

(a) A flat *per diem* of \$150 will be paid for:

- Attendance at official Board meetings of the BC Association of Police Boards (BCAPB) and the Canadian Association of Police Boards (CAPB) by Vancouver Police Board members who are also members of those Associations' Boards. A further *per diem* of \$100 will be paid for any day necessarily spent travelling (outside the Lower Mainland or Vancouver Island) before or after the meeting. This is in addition to payments for travel and meals made under the City of Vancouver's travel policy;
- Attendance by the Board liaison at the Diversity Advisory Committee and the Vancouver Police Foundation meetings;
- Annual performance reviews (e.g. of the Chief Constable and the Executive Director) – maximum two Board members;
- Other similar activities arranged and approved by the Board Office.

(b) A flat *per diem* of \$50 will be paid for:

- Formal briefings or presentations at the request of the Board (e.g. to a stakeholder group, City Council, or government representatives);
- Attendance at VPD promotional interviews (maximum one Board member);
- Interviews of prospective Board member candidates (\$50 per interview);
- Facility tours, orientations, and educational presentations organized by the Board Office;
- Attendance at local training sessions for police boards, organized by the JIBC and/or Police Services (not including webinars or conferences);
- Attendance at a Compstat meeting (maximum once annually);
- Participation in a police ride-along (maximum once annually);
- Speaking on behalf of the Board at a swearing-in ceremony;
- Other similar activities arranged and approved by the Board Office.

## 7. Attendance in an Official Capacity at Social Events

(a) *Per Diems* are not paid for attendance at social events.

(b) In the course of the year, Board members are invited to various social events in their official capacity. For some of these events there is a charge for attendance. Such events include, but are not limited to, the VPD Mess Dinner, the PMBA Ball and the Vancouver Police Officer of the

Year Event. The cost of Board members' tickets to social events will be borne from the Board Office budget where all the following apply:

- Board members have been invited in their official capacity;
- The event takes place in Vancouver;
- The event is directly related to the work of the Vancouver Police Board or the Vancouver Police Department.

(c) Where events are primarily for the purposes of fundraising (for example, the Vancouver Police Foundation dinner), tickets will not be paid from the Board Office budget.

(d) Tickets for partners or other accompanying persons will not be paid from the Board Office budget.