



# Board Remuneration and Expense Policy

Version 8.a  
April 30, 2021  
Board

# Board Remuneration and Expense Policy

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# Board Remuneration and Expense Policy

## 2. Introduction

### 2.1 Policy statement

The Alberta Motor Vehicle Industry Council (AMVIC) is Alberta's automotive industry regulator. AMVIC is a public agency accountable to the Minister of Service Alberta and the Government of Alberta.

Section 3.4 of AMVIC Bylaw 1 provides authority that board directors shall be paid honorariums by AMVIC in the course of their duties as directors as authorized by the board in accordance with the rates set out in the current Government of Alberta Committee Remuneration Order; and subject to any policies established by the board from time to time. Directors shall be reimbursed by AMVIC for their travelling and living expenses incurred while on AMVIC business, and any other disbursements expended in the course of performing the duties as directors.

### 2.2 Purpose

The purpose of this policy is provide guidance to directors in regard to claiming honorariums and expenses while on AMVIC business.

### 2.3 Definitions

In this policy:

- i. "AMVIC" means the Alberta Motor Vehicle Industry Council.
- ii. "director(s)" means a member or members of the AMVIC Board of Directors.
- iii. "secretary to the board" means the AMVIC employee holding the position of executive assistant, secretary to the board and policy coordinator.

## 3. Policy

### 3.1 Duties and responsibilities

Directors will claim their honorariums and expenses by completing a board expense report in a timely fashion.

The treasurer, and in their absence, the chair or secretary, will receive, review and approve completed board expense reports from directors. The approving director will review the board expense report to ensure the report contains all required information and conforms to this policy. After validating the board expense report, the approving director will deliver the board expense report to the secretary to the board.

Under no circumstance is a director allowed to approve their own honorariums or expenses. The treasurer's board expense report will be approved by the chair or secretary. The chair's board expense

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report will be approved by the treasurer or secretary. The secretary's board expense report will be approved by the treasurer or the chair.

The secretary to the board will collect and verify board expense reports.

AMVIC shall keep accounts of each director's board expense report available for review by all directors.

AMVIC's manager of legal services will review and approve all honorarium and expense claims relating to salesperson appeal committee hearings and compensation fund review panel hearings.

### **3.2 Application of the policy**

#### **3.2.1 Honorariums**

Directors will be paid honorariums at the rates set out in part A of the current Government of Alberta Committee Remuneration Order for time spent on AMVIC business. The time spent on AMVIC business includes board meetings, board committee meetings, travel time and other time on board business. Directors are encouraged to group smaller amounts of time into larger blocks of time to claim their honorariums.

#### **3.2.2 Expenses**

Directors may be required from time to time to incur out-of-pocket expenses while on AMVIC business. AMVIC will reimburse Directors for reasonable expenses supported by detailed receipts and expenditure explanations. At no time will AMVIC reimburse a director for alcohol or cannabis. AMVIC follows the Government of Alberta Travel, Meal and Hospitality Expenses Directive.

## **4. Administration**

### **4.1 Related documents and legislation**

AMVIC Bylaw 1

AMVIC Bylaw 2 – Compensation Fund

AMVIC Salesperson Appeal Committee Policy

Government of Alberta Committee Remuneration Order

Government of Alberta Travel, Meal and Hospitality Expenses Directive

### **4.2 Procedures**

### **4.3 Forms**

Board Expense Report

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### 4.4 Amendment history

Version	Date	Summary of update
1.	Jan. 10, 2006	Original.
2.	Jan. 13, 2009	Reviewed and approved.
3.	April 21, 2009	Reviewed and approved.
4.	April 14, 2010	Reviewed and approved.
5.	Jan. 29, 2013	Reviewed and approved.
6.	March 12, 2014	Reviewed and approved.
7.	Oct. 2, 2019	Update to new template. Reviewed and approved.
8.	Oct. 6, 2020	Revise for salesperson appeal panel honorarium and expense claims.
8.a	April 30, 2021	Administrative change to reflect update in title of Government of Alberta directive.

### 4.5 Scheduled review date

April 2024