PART-TIME BOARD MEMBERS’ COMPENSATION AND EXPENSE REIMBURSEMENT:

RATES AND PROCEDURES

Effective April 1, 2019
I. PER DIEM REMUNERATION POLICIES: PART-TIME MEMBERS

1. The British Columbia Review Board (BCRB) is classified as a Group 4 Tribunal.

2. Remuneration is paid to the individual appointee/member, not to a professional corporation or business entity (TBD 1/17, p.3.5).

3. Part-time members are not considered employees of the Public Service (TBD 1/17, p.6.2) and are classified as Category ‘D’ under the definition of “Order in Council Appointees” (TBD 1/17, p.6.1; and Part 1, Section 3 of the Terms and Conditions of Excluded Employees/Appointees. See www.gov.bc.ca/myhr).

4. Part-time members may claim, and be paid, the full per diem rate for attending hearings or other meetings of the Tribunal that last more than 4 hours, including travel time to and from the hearings or meetings (TBD 1/17, p.6.6.3 and p.6.6.7).

5. Part-time members may claim, and be paid, one half of the per diem rate for attending hearings or other meetings of the Tribunal that last 4 hours or less, including travel time to and from the hearing or meeting (TBD 1/17, p.6.6.2 and p.6.6.7)

6. Part-time 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 the Tribunal (TBD 1/17, p.6.6.1).

7. Part-time members will be considered on Travel Status and may claim ½ of the applicable per diem rate for travel the day before a hearing, under the following circumstances (TBD 1/17, p.6.6.7):
   a) If available airline flight schedules do not accommodate the scheduled start time of a hearing day; or
   b) If the available flight to ensure arrival for a first scheduled hearing would require leaving home before 6 am.
8. **Additional remuneration** (such as legal research, 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 discussion/approval** of the **Chair** (TBD 1/17, p.6.6.5).

9. Remuneration may be claimed in relation to hearing **days** which are **cancelled, or collapse, on short notice. Short notice** is defined as **less than 36 hours before the commencement** of the scheduled hearing day (TBD 1/17, p.6.6.6).

10. An appointee is **not entitled** to be paid for time spent **attending social events** (TBD 1/17, p.6.6.9), including meals and receptions, and/or including when **attending conferences** or **speaking engagements** as part of their **additional duties**. However, **required educational programs, conference fees** and **associated travel expenses may be paid or claimed** with **prior discussion/approval** of the **Chair**.

11. Part-time members are **not entitled** to be **reimbursed** for any **professional dues, membership fees, insurance or other costs** (TBD 1/17, p.6.8).

12. Part-time 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 1/17, p.6.9).

13. Remuneration paid to part-time members

   a) **is not to be subject** to deductions for the Canada Pension Plan or for Employment Insurance, and

   b) **is to be reported annually** to the Canada Customs and Revenue Agency on a T4A Supplementary Slip.
PER DIEM REMUNERATION RATES

1.0 LAWYERS/ALTERNATE CHAIRS

1.1 Pursuant to TBD 1/17, p.6.3 part-time legal members and members designated by the Chair as “Alternate Chairperson(s)” (S.672.38(1)), are paid a per diem rate for hearing days lasting more than 4 hours, as follows:

- Initial appointment, first year - $650
- Second year until expiration of initial appointment - $675
- Subsequent reappointment terms - $700

1.2 In addition to the per diem rate payable, legal members/alternate chairs may claim the equivalent of one full per diem in relation to hearing preparation and production of reasons for disposition, where the hearing day lasts more than 4 hours, as follows:

- Initial appointment, first year - $650
- Second year until expiration of initial appointment - $675
- Subsequent reappointment terms - $700

1.3 For hearing days lasting 4 hours or less, part-time legal members and members designated by the Chair as “Alternate Chairperson(s)” are paid a half day per diem rate as follows:

- Initial appointment, first year - $325
- Second year until expiration of initial appointment - $337.50
- Subsequent reappointment terms - $350

1.4 For hearing days lasting 4 hours or less, legal members/alternate chairs may claim an additional half day per diem in relation to hearing preparation and production of reasons for disposition, as follows:

- Initial appointment, first year - $325
- Second year until expiration of initial appointment - $337.5
- Subsequent reappointment terms - $350
2.0 PSYCHIATRISTS (“MEDICAL SPECIALISTS”)

2.1 Part-time members who are psychiatrists are paid a **per diem rate** equal to **two sessional rates** applicable to a “Medical Specialist” as established by agreement between the BCMA, the Government of BC and the Medical Services Commission. Effective April 1, 2019, the Specialist sessional rate is **$598.32** (the **per diem** is therefore **$1,196.64** (TBD 1/17, p.6.4).

2.2 In **addition** to the **per diem** rate payable, psychiatric members **may claim** the equivalent of **one additional specialist sessional rate** ($598.32) in relation to hearing preparation and production of reasons for disposition (when assigned by the panel chair), where the hearing day lasts **more than 4 hours**.

2.3 For hearing days which **last 4 hours or less**, psychiatric members may claim **one sessional rate** ($598.32).

2.4 For hearing days which **last 4 hours or less**, psychiatric members **may claim one half of the sessional rate** ($299.16) in relation to hearing preparation and production of reasons for disposition (when assigned by the panel chair).

3.0 “OTHER” PART-TIME MEMBERS

3.1 Other part-time members are paid at a **per diem rate of $500** (TBD 1/17, p.6.3).

3.2 In **addition** to the **per diem** rate payable, “other” part-time members **may claim** the equivalent of **one half of the per diem rate ($250)** in relation to hearing preparation and production of reasons for disposition (when assigned by the panel chair), where the hearing day lasts **more than 4 hours**.

3.3 For hearing days which last **4 hours or less**, Other part-time members are paid **one half the per diem rate** ($250).

3.4 For hearing days which last **4 hours or less**, **one quarter of the per diem rate ($125) may be claimed** in relation to preparation/writing.

3.5 Other part-time professional members, whose qualifications are deemed **by the Minister** to be specifically **relevant** to the Tribunal’s mandate, may be
paid up to the maximum per diem rate ($700) paid to a designated Alternate Chairperson under 1, above (TBD 1/17, p.6.5).

### 4.0 “GENERAL PRACTITIONER” MEDICAL MEMBERS

**4.1 General Practitioner (non-psychiatric) medical members** are paid a per diem rate of $500 (TBD 1/17, p.6.4) for hearing days that last over 4 hours, unless there are recruitment challenges. In this circumstance the rate may be up to the relevant amounts negotiated in agreements between the BCMA, the Government of British Columbia, and the Medical Services Commission, with the consent of the Minister.

**4.2** In addition to the per diem rate payable, General Practitioner medical members may claim the equivalent of one half of the per diem rate ($250) in relation to hearing preparation and production of reasons for disposition (when assigned by the panel chair), where the hearing day lasts more than 4 hours.

**4.3** For hearing days which last 4 hours or less, General Practitioner medical members are paid one half the per diem rate ($250).

**4.4** For hearing days which last 4 hours or less, one quarter of the per diem rate ($125) may be claimed in relation to preparation/writing.
III. EXPENSES AND ALLOWANCES

Part-time members (OIC, Category D) 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 the tribunal, in accordance with Group 2 rates, policies, and procedures. These rates are subject to change.

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 base, 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:

<table>
<thead>
<tr>
<th></th>
<th>Full Day $</th>
<th>Half Day $</th>
<th>Breakfast Only $</th>
<th>Lunch Only $</th>
<th>Dinner Only $</th>
<th>B&amp;L Only $</th>
<th>L&amp;D Only $</th>
<th>B&amp;D Only $</th>
<th>Incidental Only $</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>49.00</td>
<td>N/A</td>
<td>22.00</td>
<td>22.00</td>
<td>28.50</td>
<td>30.00</td>
<td>36.50</td>
<td>36.50</td>
<td>14.00</td>
</tr>
</tbody>
</table>

- (Unless otherwise provided for in this appendix) 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 from headquarters or geographic location over a meal period(s).

No receipts are required for meal or incidental allowances.
Private Vehicle Allowance

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

$0.55 per km

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

Acceptable Parking Charges

When a private, Government, or leased/rental vehicle is used for BCRB business, parking charges will be reimbursed (receipts must be provided).

Vehicle Damage Reimbursement

Where an appointee’s private vehicle is damaged while in use on BCRB 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 that results from employment;  
   and/or  
   b) damage as a result of an accident while on BCRB business.

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

Air Transportation

Board members are requested to book commercial air transportation through the BCRB’s travel agent rather than charging costs to personal credit cards. Travel Agent contact information is available from the Executive Administrative Assistant (EAA) at the BCRB.

Board 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 approval of the Chair.
The Review Board reserves the right to designate a Board 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, 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 business 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 business 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 the employer's business (travel expenses, air travel insurance, Workers' Compensation Board coverage, etc. would not apply during this or any unauthorized travel).
**Car Rentals**

**Receipts/copies of receipts are required.** The government has Corporate Supply Arrangements (CSA) with numerous rental agencies. CSA listings change every year, please review the link below for new information regarding car rentals while on Review Board business, and quote the Corporate Identification Number to ensure you are charged the negotiated rate and for insurance coverage. A list of CSA rental agencies and their government rates is published on the Internet at the following URL (Note - not all locations are covered under a CSA):

https://www2.gov.bc.ca/gov/content/governments/services-for-government/bc-bid-resources/goods-and-services-catalogue/daily-vehicle-rentals (Open Daily Vehicle Rentals by Community spreadsheet available at the above link)

**Contractors should ask for the government rate and use the Corporate Identification Number for that supplier.** Other rental agencies are to be used only when rental agencies with CSAs cannot supply vehicles. Note the following:

- **PAI** (personal accident insurance) will not be reimbursed.
- **CDW/LDW** (collision/loss damage waiver) will be reimbursed only when renting outside BC or when renting from rental agencies without a CSA (both in and outside BC).
- **Download and review the In-Province Accident Matrix** to ensure you are familiar with procedures should you be in an accident with a CSA rental car (same link above, under Important Information)

**Accommodation Charges**

When you are traveling for hearings or other approved BCRB meetings or business, you must review the available options for the city you are traveling to, located on the following website:

http://csa.pss.gov.bc.ca/businesstravel/

There are listings of acceptable hotel accommodations, for each city. Rates may vary by summer, winter and shoulder season (Mar 1 - Apr 30, Sept 1 - Oct 31), but rates offered to government staff and contractors are clearly listed on this site.

When making your reservation, please ensure the price you are charged is at or below the rates quoted in this hotel guide for the room (there may be specials or promotional prices that are below the rates quoted in the guide). If a hotel states a rate higher than listed in the Guide, please inform the Review Board EAA.

**Only in exceptional or emergency circumstances should a hotel be used that is not in the guide** – i.e., all the hotels in the guide are full). Except in emergency situations (hearings ran late; unexpected lay-over or flight delays in communities where an overnight stay was not anticipated), you must seek the BCRB Chair’s approval PRIOR to making your reservation, if the hotel is an unlisted one.
Receipts for accommodation must be provided.

Where private lodging is used in lieu of commercial accommodation, reimbursement of $30 maximum per day may be claimed.

Miscellaneous Expenses

Panel Members are entitled to claim miscellaneous travel expenses for:

- ferry tolls, ferry reservation fees and highway tolls
- airport improvement and security fees, Nav. Canada fees and applicable fuel charges
- bus/taxi/limousine services
- parking charges
- business phone calls
- The per diem rate includes allowances for incidentals, such as gratuities, porterage, personal phone calls, laundry or dry cleaning.

Receipts must be provided for all miscellaneous expenses.
IV. SUBMISSION OF PER DIEM AND EXPENSE CLAIMS

Personalized forms of the BCRB acceptable format for claiming per diem rates and expenses are provided to each Board member (sample forms attached).

These forms are available electronically in WORD or PDF format, for your convenience.

Receipts for any expenses (refer to section III above for information on which expenses require receipts) incurred while on Tribunal business must be submitted at the time of the claim to be considered for reimbursement. Claims may be submitted by fax, email or regular mail.

Board members submitting their claims by fax or email must retain the original receipts for at least two fiscal years (government fiscal years go from April 1 to March 31).

If sending by regular mail, any receipts smaller than 8.5” x 11” are to be attached to a piece of paper 8.5” x 11”: multiple small receipts maybe attached to the same piece of paper.

To facilitate timely payment of per diems and expenses, Board members must submit the forms for claims no later than the 11th day of month following the applicable billing period. There is no requirement to wait until this date to submit monthly invoices.

Annually, before the fiscal year end of the Government (March 31), Board members will be sent instructions from the EAA regarding submission of billings for payment.
APPENDIX 1:
BCRB OIC APPOINTEE REMUNERATION
(CALENDAR YEAR 2018)

<table>
<thead>
<tr>
<th>MEMBER NAME</th>
<th>TITLE</th>
<th>TOTAL REMUNERATION RECEIVED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Long, B.</td>
<td>Alternate Chair /Lawyer</td>
<td>$52,000</td>
</tr>
<tr>
<td>Boorne, S.</td>
<td>Alternate Chair /Lawyer</td>
<td>$16,525</td>
</tr>
<tr>
<td>MacPhail, A.</td>
<td>Alternate Chair /Lawyer</td>
<td>$51,575</td>
</tr>
<tr>
<td>Friesen, I</td>
<td>Alternate Chair/Lawyer</td>
<td>$52,150</td>
</tr>
<tr>
<td>Edwards, B.</td>
<td>Alternate Chair/Lawyer</td>
<td>$42,050</td>
</tr>
<tr>
<td>Threlfall, J.</td>
<td>Alternate Chair/Lawyer</td>
<td>$25,200</td>
</tr>
<tr>
<td>Whitley, S.</td>
<td>Alternate Chair/Lawyer</td>
<td>$12,950</td>
</tr>
<tr>
<td>Constance, P.</td>
<td>Psychiatrist</td>
<td>$71,565</td>
</tr>
<tr>
<td>Stevenson, R.</td>
<td>Psychiatrist</td>
<td>$24,933</td>
</tr>
<tr>
<td>Grasswick, L.</td>
<td>Psychiatrist</td>
<td>$49,595</td>
</tr>
<tr>
<td>Pankratz, W.</td>
<td>Psychiatrist</td>
<td>$79,229</td>
</tr>
<tr>
<td>Iskander, S.</td>
<td>Psychiatrist</td>
<td>$33,230</td>
</tr>
<tr>
<td>Smith, J.</td>
<td>Psychiatrist</td>
<td>$29,421</td>
</tr>
<tr>
<td>Tomita, T.</td>
<td>Psychiatrist</td>
<td>$20,085</td>
</tr>
<tr>
<td>Lamba, R.</td>
<td>Psychiatrist</td>
<td>$16,794</td>
</tr>
<tr>
<td>Polowek, K.</td>
<td>Lay Member/Criminologist</td>
<td>$23,575</td>
</tr>
<tr>
<td>Cayley, P.</td>
<td>Lay Member/Consultant</td>
<td>$32,125</td>
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<td>Markwart, A.</td>
<td>Lay Member/Criminologist</td>
<td>$18,975</td>
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<td>Murdoch, L.</td>
<td>Lay Member/Psychologist</td>
<td>$13,125</td>
</tr>
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<td>Lay Member/Social Worker</td>
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<td>Burnett, M.</td>
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</tr>
<tr>
<td>Walter, B.</td>
<td>Chair/Lawyer</td>
<td>$190,000</td>
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</tbody>
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