



CENTRAL COAST REGIONAL DISTRICT

REPORT TO BOARD

TO: Chairman Moody and Board Directors

FROM: Isabell Hadford, Interim CAO

May 1, 2013

SUBJECT: PAYMENT OF STIPEND FOR DIRECTOR LANDE

RECOMMENDATION

That the Board approve (*or reject*) the reimbursement of expenses totaling \$383 (*or up to a specified amount*) to Director Brian Lande for travel to a Northern Development Initiative Trust meeting in March 2013.

That Board members wishing to seek reimbursement for expenses for travel to out of town meetings that have not been approved in the CCRD Five-Year Financial Plan, obtain Board approval to cover travel expenses in accordance with Board policy, prior to attending the meeting.

BACKGROUND:

In December 12, 2012 Director Brian Lande was appointed as the Board's representative to the Northern Development Initiative Trust (NDIT). At the March 12, 2013 Board meeting, Director Lande advised that he had travelled to Terrace, BC to attend a NDIT Strategic Planning and Economic Workshop. The NDIT paid for travel, accommodation, meals, and a portion (\$100 per day) for per diem (stipend).

CCRD Bylaw No. 408, 2011 provides for Board Member remuneration for travel for Out of Town Representation of \$100 per half day or \$200 per full day, and allowance is made in the CCRD's Five Year Financial Plan to cover such travel.

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CCRD ITEM <u>C(d)</u>

Chairman Moody & Board Directors
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Attached is an Expense Claim from Director Lande for requesting reimbursement for meals and 3 days (\$100 per day) not covered by the NDI. As there is no provision in the 2013 CCRD Financial Plan to cover these costs, staff is seeking Board direction on whether or not to pay this expense claim.

Respectfully submitted for the Board's consideration.



Isabell Hadford
Interim CAO



EXPENSE CLAIM

* Attach Original Receipts*

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Name: BRIAN LAWDE

Date of Expense: MARCH 5 & 6 Reason: NDI STRATEGIC DRAWING & ECONOMIC WORKSHOP in Terrace BC

1 Transportation:

Private/rental car: From: _____ To: _____

Rental Car _____ hst _____

Gas: _____ hst _____

Private Car Total km (return) _____ km x \$0.45 per km = _____

Public Transportation (airfare, bus, taxi, ferry, etc) Air Fare _____ hst _____

RAIDED COVERED

2 Accommodation

Motel/Hotel	From	Date	To	hst
<i>HOTEL COVERED</i>				_____

3 Meals: (do not submit claim for meals that were provided)

Date	Breakfast \$15.00	Lunch \$18.00	Dinner \$25.00	Full Day \$58.00	Sub Total
<i>MARCH 5</i>	<i>15.00</i>	<i>18.00</i>	<i>25.00</i>		<i>0</i>
<i>MARCH 6</i>	<i>15.00</i>	<i>18.00</i>	<i>25.00</i>		<i>0</i>
					<i>0</i>
					<i>0</i>
					<i>0</i>
					<i>0</i>
Total Meals	<i>15.00</i>	<i>18.00</i>	<i>25.00</i>		<i>93.00</i>

RECEIVED

APR 19 2013

Central Coast Regional District

83.00

4 Remuneration/Per Diems:

\$100 PAID BY WDI

Dates 5 and 7 @ \$ 3 / \$100 / 1/2 day 300.00

Dates From _____ to _____ @ \$ 200 /day

5 Other Expense: (business phone calls, etc) _____ hst _____

6 Less Cash Advances _____ enter negative

7 TOTAL EXPENSES _____ hst _____

8 Less Expenses/Advance Paid by CCRD Conference registration _____ enter negative

9 Expenses Owed to Claimant:

Brian Lawde

Signature _____ Approved: _____

383.00 Board Meeting

MAY 09 2013

CCRD ITEM CCD