

**APPENDIX 9: PER DIEM POLICY**

1. Members of the Police Board, other than the Mayor as Chair, are eligible to receive a meeting *per diem*.
2. Police Board per diems will be assessed in January each year, ensuring that the per diem rate 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. The *per diem* rate is \$264 per meeting of four hours or less and \$527 per meeting of four to eight hours. If the Board meets for more than eight hours consecutively, a further *per diem* will be paid.
4. The *per diem* is paid for attendance at:
  - regular and in camera Board meetings
  - meetings of the Finance, Governance, HRC and Freedom of Information Standing Committees
  - official Board workshops and retreats organized by the Board Office
  - attendance by the Board liaison at the Diversity Advisory Committee and the Vancouver Police Foundation
  - other special events determined by the Board.
5. *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. A *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 before or after the meeting. This is in addition to payments for travel and meals made under the City of Vancouver's travel policy, and recognizes that Board members are volunteers who are not paid a salary while travelling to and attending these meetings.
7. *Per diems* are not paid for:
  - participation at social events or awards/recognition ceremonies
  - ride-alongs and walkabouts with VPD members
  - informal meetings with Board and VPD staff
  - outside workshops and events
8. The *per diem* is expected to cover out-of-pocket and incidental expenses (e.g., parking, printing costs, cell phone, telephone and child care) incurred by the member in the course of carrying out their Board duties. Extraordinary childcare will be reviewed on a case-by-case basis by the Board's Human Resources and Compensation Standing Committee.

9. 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.

**Attendance in an official capacity at social events**

1. 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.
2. The cost of Board members' tickets to social events will be borne from the Board Office budget where all the following apply:
  - i. Board members have been invited in their official capacity
  - ii. The event takes place in Vancouver
  - iii. The event is directly related to the work of the Vancouver Police Board or the Vancouver Police Department
3. 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.
4. Tickets for partners or other accompanying persons will not be paid from the Board Office budget.