



Board Policy Manual

Financial Controls and Procedures

5. Board Remuneration Policy.

Date of original approval December 13, 2007

Date of latest approved revision November 27, 2017

- Board member remuneration:
 - Board member honorarium and per diem rates will be set each year by motion of the Board at the BCCMB Annual Meeting based on a recommendation by the BCCMB Finance/Audit Committee. A review must be done every two years by the Finance/Audit Committee or a person or organization designated by the Finance/Audit Committee.
 - Board members who are appointed to the Board are considered by CRA to be employees of the Board. Their director payments are considered employment income, and the BC Chicken Marketing Board must issue T4 slips. As it is considered director income, it is EI exempt. Deductions will be made for income tax and CPP. If the Board member is already collecting CPP then CPP will be adjusted according to the regulations set by CRA as of January 1, 2012 (contributions mandatory for workers under age 65, and voluntary for those age 65 to 70). If an employee does not want CPP deducted, they must submit to CRA form CPT30E (*Election to Stop Contributing to the Canada Pension Plan*). [Rescinded by Board Motion January 21, 2019](#)
 - Board members who receive their per diem remuneration by BCCMB payroll will have their claims approved by dual review and signed off consistent with approval Point 1 of this document; *Cheque Issuance and Signing Authority*.
 - Board members who are elected by the grower membership, and who are registered growers under the BC Chicken Marketing Scheme are not required to have T4 slips issued.



- A form T2200 (*Declaration of Conditions of Employment*) will be issued by the Board to all appointed Board members for claiming office-in-home-expenses when filing their Personal Income Tax.
- Board members will no longer receive an hourly rate for any preparatory work, for conference calls taken from home, or other incidental meetings with stakeholders. These are now included in the monthly honorarium.
- Honorarium:

Each Board member, depending upon their position with the Board will receive an honorarium each month. The honorarium is effective as of July 1, 2009.

- Board Member -- \$1,600.00 per month
- CFC Director & Alternate -- \$2,000.00 per month
- Chair -- \$2,500 per month
- Board per Diem Rates:
- Board members:
 - Half day rate: \$250.00
 - Full day rate: \$400.00
- Board chair:
 - Half day rate: \$300.00
 - Full day rate: \$500.00
- A half day is considered to be up to 4 hours in length.
- A full day is any meeting over 4 hours in length.
- At each regular Board meeting, Board members will discuss upcoming meetings and committee functions that do not have a designated Board member that require attendance by the Board. Prior approval of the Board will be required for attendance at a meeting or participation on an industry committee by a member of the Board that will be eligible for a per diem claim. The Board Chair and Vice Chair will have discretion to prior approve attendance by a Board member at a meeting or function should the need arise between regular Board meetings.



- The CFC Director and Alternate are automatically approved to attend all CFC Directors meetings. Other Board members may attend the CFC summer meetings and one further CFC meeting of their choice that may or may not be the CFC annual meeting.
- When acting in the capacity of Chair during an absence of the Chair for two or more Board meetings, the Vice Chair may claim per diem rates consistent with those of the Board Chair.

