

CENTRAL COAST REGIONAL DISTRICT
POLICIES

E-9 - Directors Travel to Board Meetings & Conventions

Preamble: The Regional District Board has several convention, conference and other meeting-type of events that have optional attendance.

The Central Coast Regional District may set a policy to determine the reasonable attendance of Board members when it is advantageous for the Regional District to have representation at these events. Regular and Special meetings of the Board are primarily conducted remotely through electronic means, but the occasional attendance of the outer coast directors should be facilitated for board relations and cohesion.

Policy: The Board will set a budget for Director travel every year for each electoral area director. This travel budget will cover flights, boats, ferries, compensation, hotels, car rentals, and any other relevant expense related to the Director's travel and attendance at events, conventions and meetings.

Travel arrangements can be made by the Director or staff can book and bill the account. Travel claims by Directors are submitted to the CFO or other appropriate CCRD staff. The CFO will provide regular reporting on budget balances to the Directors.

Amounts budgeted for travel can be rolled over into the next year for the term of the Director. Amounts cannot be rolled over into the next term of a director. A director may gift all or a portion of their budget to another director by providing the CFO that request in writing. The amount gifted cannot exceed the director's current account balance.

Transportation costs are intended for directors to travel to meetings within the CCRD and to represent the CCRD at official events. The funds will not be provided to cover travel from outside the boundaries of the CCRD to attend meetings or for personal travel.

Should there be vacant seats on chartered boats or planes, it will be at the discretion of the Chief Administrative Officer to allow extra passengers aboard in order to share the cost of the flight. Any extra passengers will be advised that they must be aware of their individual insurance needs.

At the discretion of the CAO, and in accordance with giving first priority to elected CCRD Directors, where there is no additional cost or risk incurred by the CCRD, Directors and staff may bring children in their care or spouses as extra passengers on CCRD Charters. The travel and expenses to conduct regular board meetings in outer coast communities is separate and covered under a separate budget and policy.

Electoral Area travel will not be reimbursed within 6 months of an election or assent vote.

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