

HONORARIUM, REMUNERATION AND EXPENSE POLICY

CLIMATE CHANGE AND EMISSIONS MANAGEMENT (CCEMC) CORPORATION

DATE OF APPROVAL: AUGUST 31, 2009

A. BACKGROUND

The Climate Change and Emissions Management (CCEMC) Corporation (“CCEMC”) has the corporate authority to provide remuneration and reimburse expenses to its directors and others acting on its behalf.

CCEMC directors serve on a voluntary basis and consequently receive no salary for their efforts. Individuals serving as directors are not intended to devote all of their efforts to CCEMC, although the commitment to CCEMC that is expected of them is considerable.

Directors may be required from time to time to make use of their personal vehicles in the course of serving CCEMC, or incur out-of-pocket expenses in the course of serving CCEMC. CCEMC has determined that in these instances, directors should receive compensation or reimbursement from CCEMC. Additionally, in consideration of their services, CCEMC has determined that directors will be provided an honorarium.

B. PROCEDURE TO OBTAIN REMUNERATION AND REIMBURSEMENT

1. Directors’ Procedures:

- (a) Directors will obtain their remuneration and reimbursements following the submission of a completed expense report (“Expense Report”) to the CCEMC’s Operations Management Committee.
- (b) Directors must confirm to CCEMC on the completed Expense Report that expenses are claimed on account of Duties performed as a member of the Board of CCEMC.

2. Activities:

- (a) Directors will indicate the activities pursued and the number of hours spent pursuing that activity in order to claim the remuneration available on an hourly basis. Only a brief description of the activity undertaken is required.

3. Meetings:

- (a) Directors will indicate the dates of the meetings they have attended during the period for which the Expense Report is submitted. Directors will indicate whether the meeting was of a full or half-day’s duration.

4. Expenses:

- (a) Directors will indicate the expenses they have incurred in the course of service to CCEMC. Expenses should be broken down into categories as indicated on the Expense Report and should indicate whether an out-of-pocket expense was incurred or whether a CCEMC credit card was used to cover the expense. Receipts should be attached. For meal expenses incurred by directors, where receipts are not available, directors will indicate the meal for which a meal allowance is claimed.

5. Director Development, Conference, Education Costs and Travel:

- (a) In order to obtain reimbursement for expenses incurred by directors for attending conferences, workshop, seminars or educational courses and related travel, all directors must, in advance of attending or booking any attendance at conferences and related travel, receive written approval from the Chair of the Board or the Governance and Accountability Committee. With respect to attendance at conferences and related travel, the following requirements must be met:
 - (i) directors must apply in writing to the Chair to attend any conference, workshop, seminar, educational course, event and travel at CCEMC's expense, and provide an explanation of the purpose of the travel as well as an estimate of the costs and expenses related to the proposed activity; and
 - (ii) the Chair may approve the request and may attach conditions to any requests, including the condition that the director prepare a written summary relating to the particular event and the outcomes. Attendance and travel may only be booked after written approval has been received from the Chair.
- (b) The Board of Directors approves an annual budget which includes a budget for director development, conferences, education costs, and travel, expenses incurred in the course of travel, and other expenses relating to meetings and other allowances and per diems. When approving expenses, the Chairperson or the Governance and Accountability Committee must have regard to approved budgets, the goals of CCEMC, the current priorities and program requirements of CCEMC as well as the relevant details of the request.

C. MANAGEMENT PROCEDURES

1. Management will:

- (a) receive completed Expense Reports from directors;

- (b) review the Expense Report to ensure the report contains all required information and conforms with this Policy;
- (c) after validating the Expense Report, request that a cheque be issued to the director;
- (d) ensure accounts of each of the director's Expense Reports are maintained and available for review by all directors; and
- (e) ensure expense claims submitted by the end of a Board meeting day or no later than the 21st day of the month will be paid by the second last business day of the month.

D. REMUNERATION AND EXPENSE ALLOWANCES

1. Should CCEMC's policies and procedures not be specific as to the proper expenses to be claimed in conjunction with an event or activity, directors' expenses will be reimbursed with receipts unless other preset allowances are indicated.

DAILY RATE VALUES		MEMBER	CHAIR
Up to 4 hours inclusive	Half Day	\$328	\$438
Over 4 hours and up to 8 hours inclusive	Regular Day	\$580	\$766
Over 8 hours	Extended Day	\$854	\$1202
BOARD MEETINGS			
Preparation and follow up time	Extended Day		
Meeting Date	Regular Day or actual meeting time as directed by the Chair		
Travel Time	Actual time		
CONFERENCE CALL MEETINGS			
Conference call including preparation time	Regular Day		
COMMITTEE MEETINGS			
Preparation Time	Half Day, Regular Day or Extended Day as required		
Meeting Date	Half Day, Regular Day or Extended Day as required		

Travel Time	Actual Time		
NOTE: Committee Chairs are entitled to include an additional Half Day for preparation and follow up work for their respective committee meetings.			
CONFERENCES AND OTHER MEETINGS AS APPROVED BY THE CHAIR			
Preparation Time	Half Day, Regular Day or Extended Day as required		
Meeting Date	Half Day, Regular Day or Extended Day as required		
Travel Time	Actual Time		
TRAVEL AND SUBSISTENCE			
Meals	<i>Breakfast</i>	<i>Lunch</i>	<i>Supper</i>
	\$9.20	\$14.75	\$20.75
Kilometre Rate for use of personal vehicle	\$0.505		
Travel by rental car, bus, taxi, etc.	Actual Cost with receipt		
Per diem per 24 hour period away from home	\$8.00		
Overnight accommodation (with receipt)	Actual Cost		
Overnight accommodation (without receipt)	\$20.15		

E. TRAVEL GUIDELINES

1. All CCEMC travel expenses, other than travel to and from Board or Committee meetings or travel within Alberta in the ordinary course of CCEMC business requires approval in advance by the Board.
2. Notwithstanding any other term of this Policy, all CCEMC travel for the purpose of attending conferences, educational courses, workshops, seminars or similar events requires the written approval in advance as set out in this Policy.
3. When using air travel, the following guidelines apply:
 - (a) generally, the most direct, practical and cost-effective route should be arranged;

- (b) for international trips business class may be used if approved by the Chair. Expenses incurred outside of the business event and travel days are not eligible; and
- (c) for trips within Canada, full-fare economy should be used. In certain situations, Business Class may be used if approved by the Chair. Expenses incurred outside of the business event and travel days are not eligible.

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