

**COLUMBIA BASIN TRUST
ENVIRONMENT GRANTS EVALUATION COMMITTEE**

TERMS OF REFERENCE

1. PURPOSE

The purpose of the Environment Grants Evaluation Committee is to evaluate applications for funding to the Columbia Basin Trust Environment Grants Program, make funding recommendations to Columbia Basin Trust staff, and provide advice on the operation of the program.

2. AUTHORITY

The Environment Grants Selection Committee's (Committee) authority is limited to responsibilities assigned to it by Columbia Basin Trust (Trust). Individual Committee members are not staff nor agents of the Trust.

3. MEMBERSHIP AND MEETINGS

- a) The Trust will make all appointments to the Committee.
- b) Committee members will have a mix of skills and perspectives (see Appendix 1) including but not limited to:
 - i. Technical expertise in relation to environment matters (e.g. aquatic and terrestrial ecosystems, environmental education, climate change);
 - ii. Perspectives on community based environmental priorities in various parts of the Basin; and
 - iii. Adjudicating funding applications.
- c) The Committee shall be composed of not fewer than six and not more than 10 members.
- d) It is anticipated the Committee will meet approximately two times annually.
- e) A majority of the members of the Committee shall constitute a quorum.
- f) The members of the Committee shall serve a three-year term. If a member cannot complete his or her term, the Trust will appoint a replacement.
- g) The Trust will provide facilitation and administrative support to the Evaluation Committee.
- h) The Trust shall keep meeting notes and records of committee recommendations.

4. RESPONSIBILITIES:

The Committee's responsibilities are as follows:

- a) Evaluating applications to the Environment Grants Program for funding values greater than \$10,000 and making project funding recommendations to the Trust;
- b) Providing advice to the Trust on the operation of the Environment Grants Program;
- c) Identifying additional expertise needed on the Committee in relation to environmental or community priorities; and
- d) Annually reviewing its performance against these Terms of Reference.

5. EXPENSE REIMBURSEMENT AND COMPENSATION:

- a) Expenses incurred by Committee members as a result of carrying out their Evaluation Committee roles shall be reimbursed as set out in the Trust's Financial

Management Policies, Travel Expense Reimbursement Schedule FM11.1 (See Appendix 2).

- b) Committee members who are not being paid by an employer while participating in Committee meetings may claim meeting fees at the following rates as set out in the Trust's Financial Management Policies, Committee Fees and Expenses Policy FM23:
 - i) \$300 per meeting that is more than four hours in duration; or
 - ii) \$150 per meeting that is four hours or less in duration.

- c) At the Trust's discretion, meeting preparation fees may be provided to Committee members who are required to spend a significant amount of time preparing for Committee meetings (as set out in the Trust's Financial Management Policies, Committee Fees and Expenses Policy FM23).

6. CONFLICT OF INTEREST AND CONFIDENTIALITY:

Committee members shall abide by the attached conflict of interest and confidentiality policy (See Appendix 3).

**ENVIRONMENT GRANTS EVALUATION COMMITTEE
PERSPECTIVES MATRIX**

	Committee Member	Committee Member	Committee Member	Committee Member	Committee Member	Committee Member
Technical						
First Nations						
Community						
Location						

Technical Environmental Perspectives include but are not limited to:

- Terrestrial species and ecosystems
- Aquatic species and ecosystems
- Environmental education
- Climate change

Community Perspectives

- Local government
- Education
- Non-profit organizations
- Business

Location

- Representation from a wide range of Basin communities

Expense Reimbursement Schedule

FM11.1

1. General

- a) This schedule sets out reimbursement rates for employees, directors, committee members and others incurring expenditures in the course of duly authorized Trust business.
- b) Where receipts are required, original receipts should be submitted with the expense claim.
- c) Maximum rates are in Canadian dollars for expenses incurred in Canada, and in US dollars for expenses incurred in the United States.
- d) Expenditures made in foreign currency will be reimbursed based on the foreign exchange rate charged. Where the rate paid is unascertainable, the Bank of Canada exchange rate will be used for the date of the expenditure.
- e) Expense claims should be submitted within 30 days of incurring the expense.
- f) The Accounting Department should be notified of any expenses that are to be reimbursed to the Trust by a third party.

2. Meal Expenses

- a) Out-of-pocket expenses for travel will be reimbursed up to the maximum per diem amount (no receipts required). Less than the maximum per diem amount may be claimed.

Rates are as follows for travel in Canada and the United States:

Breakfast	\$12.00	if travelling prior to 7:30 a.m.
Lunch	\$15.00	if travelling between 11:00 a.m. and 2 p.m.
Dinner	\$25.00	if travelling between 5:30 p.m. and 7 p.m.

- b) Travel outside Canada and the United States:

While traveling outside of Canada and the United States, the maximum out-of-pocket meal expense varies depending on where the travel takes place. The Director, Finance & Operations determines foreign travel rates.

- c) Gratuities are included in meal allowances.
- d) Should a meal expense exceed the listed maximum, receipts and justification must be provided in order for the additional expenditure claim to be considered.
- e) If a meal without charge is received while on travel status, a claim expense cannot be claimed for that meal.

COLUMBIA BASIN TRUST FINANCIAL MANAGEMENT POLICIES

Expense Reimbursement Schedule

FM11.1

3. Accommodations

- a) Hotels – receipts required. Every effort should be made to book accommodations at hotels that offer the most reasonable and economic rate. Employees and directors may need to provide government I.D. for rooms booked under the Provincial Government rate.

Whenever possible, hotels should bill the Trust directly for accommodations.

- b) Private Lodging – no receipts required. Where private lodging is arranged without cost, (i.e. staying with family or friends), \$30 per night may be claimed.

4. Transportation

- a) Airfare – receipts required. Air travel shall normally be booked at the most economic fare. Business class may be booked if:
- (i) the flight exceeds four hours; or
 - (ii) there is a specific documented medical condition which requires the employee travel business class.

For employees, airfare must be approved by a Commitment Authority prior to booking flights.

- b) Private Vehicle Allowance – no receipts required. Where a personal vehicle is used in the course of Trust business, an allowance can be claimed. The source for the kilometer allowance is the most current rate set by the provincial Government.

Mileage rate: \$0.53 per km

- c) Ferry travel, taxi, parking – receipts required.
- d) Vehicle rentals – receipts required. For employees, approval must be obtained from a Commitment Authority prior to booking vehicle rentals.

5. Miscellaneous

- a) Telephone Calls
Employees are encouraged to use a corporate cell phone as it is the most economical way to place calls while traveling. If a cell phone is not available, employees can use a calling card (receipts required for reimbursement) or make calls from their hotel room, as reasonable.

COLUMBIA BASIN TRUST
FINANCIAL MANAGEMENT POLICIES

Expense Reimbursement Schedule

FM11.1

- b) Other Expenses
Other reasonable miscellaneous expenses incurred may be claimed, such as tolls or airport fees. Receipts must be included where obtainable. Parking fines, speeding tickets, or other traffic infractions will not be reimbursed.

**COLUMBIA BASIN TRUST ENVIRONMENT GRANTS EVALUATION COMMITTEE
CONFLICT OF INTEREST AND CONFIDENTIALITY POLICY**

Principles:

1. Committee members shall avoid conflict of interest or the appearance of conflict of interest. Their personal or organizational interests must not be in conflict with the interests of Columbia Basin Trust (the Trust) and/or the Committee. For example:

1.1. Committee members must be alert to such situations as:

1.1.1. Participating in decisions that will substantially influence the probability of obtaining a contract or a project of interest being funded through the Trust. This could occur when:

- A Committee member (or immediate family member) is also a member or employee of a proponent organization;
- Implementation of a contract or project will result in a personal or business benefit or advantage for an Committee member (or immediate family member); or
- Implementation of an administrative contract or project will result in an increase or decrease in the value of real or personal property of a Committee member (or immediate family member);

1.1.2. Disclosing the Trust's information for personal gain; or

1.1.3. Advocating organizational interests rather than the broad interests of the Trust.

2. In addition, Committee members should recognize that their memberships on the Committee provide them with information that could be used or seen to be used to the advantage of their own organizations or those they have contact with. The members must respect the confidentiality of any information that could be used or seen to be used for the advantage of some organizations until that information is made public.

These principles do not preclude or limit the ability of Committee members to undertake contract work on behalf of the Trust.

Member Conduct Regarding Conflict of Interest:

1. Disclosure:

1.1. Committee members shall declare a possible conflict of interest:

1.1.1. If on review of the agenda of the Committee meeting, he/she sees an item where they feel they may be in conflict; or

1.1.2. At the beginning of any discussion relating to a decision that will substantially influence the probability of a contract or project of interest being funded through Columbia Basin Trust.

2. Absent Themselves From the Discussion:

- 2.1. Following a declaration of a possible conflict of interest by a member, the Trust shall consider the information regarding the conflict and determine if the Committee member in potential conflict should leave the meeting for the duration of the discussion and any related decision-making.
- 2.2. Further, after declaring a conflict of interest and leaving the discussion, no further information pertaining to that item shall be distributed to the member.

3. Failure to Comply:

- 3.1. In the event that a Committee member knowingly fails to declare a conflict of interest, the member will be dismissed from the Committee immediately, and the Trust will consider termination of the administrative contract or “project of interest.”

Members Conduct Regarding Confidentiality:

4. Confidentiality:

- 4.1. Members should avoid the perception that their access to privileged information gives their organizations an unfair business or competitive advantage over other organizations. Members can avoid this perception of unfair advantage by ensuring that the information Committee members are privy to is kept confidential until it is released to the public.