

MEMO TO: Supervisors and Program Co-ordinators

FROM: Delwin Yung, Treasurer and CFO

DATE: July 28, 2026

SUBJECT: **Animal boarding and care information**

At the 2026 Winter Representative Assembly, the membership approved revisions to the animal care procedures. These updates clarify eligibility requirements, introduce a process for members to request special-care considerations, and increase the hourly and daily maximum reimbursement rates. The revisions also establish an annual rate adjustment tied to the Consumer Price Index (CPI) of British Columbia, effective each July 1. To support these revisions, new online and PDF expense claim forms and expense vouchers for animal boarding and care expenses have been developed to help streamline the approval process for members and staff.

The revised procedure 10.I.48 aligns animal boarding and care with the dependant care framework, clarifying that claims are only available to members attending BCTF union events as registered delegates or participants, and only for additional boarding or care costs directly resulting from event attendance. Regular or ongoing care arrangements—including routine boarding, care provided by close relatives or household members, and care from an animal's co-owner—are not eligible. A standardized daily reimbursement maximum per household has been introduced, with annual adjustments tied to CPI. Documentation requirements have also been strengthened, requiring members to submit an expense voucher along with detailed receipts for any animal care expenses claimed.

The procedure is available in the [Appendix](#). An overview of what has been clarified or expanded is summarized below.

Eligibility

Animal boarding and care is an eligible expense for members registered as delegates or participants at a BCTF event. This applies only to individuals formally attending the event, not voluntary observers. Eligible animal boarding and care expenses may include services that are required specifically because the member is attending the event. Examples of eligible services include:

- in-home animal care
- licensed pet-sitting or daycare services
- overnight boarding services
- dog-walking services.

The Federation will reimburse members so they can take part in Federation meetings, committees, and events. These reimbursements are for additional expenses that would not have been incurred if the member were at work. Some examples of eligible situations are:

- **Weekend training session**—A workshop is scheduled on a Saturday, and the member typically has no animal care costs on weekends, so hiring care for that day is eligible.
- **Unexpected extension of the workday due to BCTF duties**—A member is required to stay late for a BCTF meeting that runs past the time they typically pick up their animal from boarding care. The extra hours of animal care required are eligible.
- **Overnight care**—A member must attend a two-day BCTF conference requiring an overnight stay. The member arranges for overnight care for the animal. The care provider for that evening typically does **not** provide care overnight.

Ineligibility

Some animal boarding and care situations are not eligible for reimbursement. These are costs that would have been incurred regardless of union activities, are part of a member's typical animal caregiving arrangements, or are covered by other programs or benefits. Examples of ineligible situations include:

- **Routine boarding already in place**—A member regularly boards their dog at a daycare while at work. Even if they attend a BCTF meeting after work, the regular daycare fee is not reimbursable because it is a standing, routine cost.
- **Care normally provided by a close relative**—A member's sibling regularly comes by to feed and walk their dog each afternoon. If the member attends a union event, this routine care remains ineligible because it is part of the relative's usual responsibilities.
- **Care provided by someone living in the household**—A partner who lives with the member continues to look after the family pet while the member is away for a BCTF committee meeting. Because the partner is part of the household and already responsible for the animal's care, no reimbursement applies.
- **Care provided by the animal's owner in another household**—A member temporarily looks after a friend's cat. When the member must attend a union event, the cat's actual owner (who lives somewhere else) comes to pick it up and care for it. This is not reimbursable because the owner is responsible for the animal's care.

Unlike dependant care provisions, reimbursement is also not permitted when care is provided by a relative residing in the household, or by an animal's owner who does not reside in the same household, see Procedure 10.I.48—1.b.iii–iv., in the [Appendix](#).

Daily reimbursement limit

Up to \$55 per day per household, inclusive of all animals requiring care.

Appendix

Procedure 10.I.48—Animal Boarding and Care

1. Animal boarding and care claims can only be made for BCTF union events where the member is a registered delegate or participant, and not where the member has attended as a voluntary observer.
 - a. The BCTF will only reimburse members for animal boarding and care costs that would not otherwise be incurred by the member had the member been at their regular place of work.
 - b. The following situations are not eligible for any reimbursement for the animal:
 - i. regular or usual animal care arrangements, including regular animal boarding and care costs.
 - ii. care provided by close relatives as part of regular boarding and caregiving responsibilities and activities.
 - iii. care provided by a spouse or relative residing in the household.
 - iv. care provided by an animal's owner who does not reside in the same household.
2. Animal boarding and care will be reimbursed up to a maximum of \$55 a day per household. The maximum daily reimbursement is inclusive of all animals requiring care. This maximum daily rate will increase annually on July 1 by the percentage change in the Consumer Price Index for British Columbia, as published by Statistics Canada, and shall be updated in the procedure above annually.
3. Members must submit a receipt with the expense voucher showing the name and address of the caregiver, the hours the animal was with the caregiver receiving boarding and care, and amount expended.