

SECTION:	Financial	APPROVED BY:	Board of Health
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Board Members' Remuneration and Expenses

Purpose:

To ensure Board of Health members receive compensation for their activities on behalf of the Board of Health.

Policy:

In accordance with the Health Protection and Promotion Act section 49, each Board member shall receive remuneration for time and reasonable and actual expenses related to meetings/functions of the board. When a municipal representative receives remuneration for time and expenses related to board of health work from their council, OESTHU will not issue payment for the same.

For the purposes of this policy, such business includes official meetings at which the member represents the Board and attendance at conferences, but does not include ceremonial functions or special events. Board members attending conferences shall also be reimbursed for travel expenses in accordance with applicable non-union policies and procedures.

Procedure:

1) Remuneration for Board of Health Business

- a) The Executive Assistant will verify Board members attendance by including attendance in the Board of Health meeting minutes.
- b) Board members shall receive only one fee per day regardless of whether the member attends more than one official function in a day.
- c) Payment of remuneration is issued to Board member (excluding municipal members receiving remuneration from their council) on a quarterly basis.
 - i) Remuneration in the amount of \$110.00 per day for attending meetings/orientation sessions of three (3) hours or less

- ii) Remuneration in the amount of \$165.00 is paid when the total time spend attending meetings/orientation sessions in a day is more than three (3) hours.
- d) A one-time payment of \$325.00 is payable to the Chair of the Board of Health each year in recognition of the additional work and support of this position regardless of whether the member receives general remuneration from their respective municipal council.
- e) The Board Member requisitions the payment of all remuneration associated with attendance at official meetings by completing the remuneration authorization form and submitting it for payment each quarter for which the remuneration is paid. The Executive Assistant will review and verify submission and obtain approval from the Chief Executive Officer.
- f) Finance will issue payment to the board member quarterly following receipt of the remuneration authorization form and approval of the same.

2) Other Expenses

- a) Mileage reimbursement is in accordance with the current non-union mileage allowance and non-union policy for travel for Board of Health meeting/functions per kilometre for all travel from the Board member's home to the Board of Health meeting/function.
- b) Reasonable and actual expenses incurred for items such as accommodation, food, parking and registration fees are reimbursed to any Board member and subject to any limitations as noted in the applicable policies of the Health Unit. Itemized receipts are required.
- c) Expenses incurred with respect to accompanying spouse/family/friend are the responsibility of the Board member.

3) Expense Reports

- a) Board members must submit to the Executive Assistant an expense report for all mileage and all other expenses at the end of the quarter for which the expenses occurred.

References: (including relevant legislation):

- Section 49, Health Protection and Promotion Act.
- 2(4) Health Protection and Promotion Act

NOTE: Minor Amendment made by CEO March 20 2023 re: adding orientation session in #1 for procedure clarification.