POLICY:

All members of the Board of Health (with the exception of ex-officio positions such as the Executive Director and Medical Officer of Health) are entitled to receive remuneration for time and reasonable and actual expenses related to meetings/functions of the Board in accordance with Section 49, Subsection 4, 5, 6, and 11 of the Health Promotion and Protection Act, 1990 as amended.

When remuneration is paid to Board of Health members directly by ESTPH, it is paid equally whether the members are municipal representatives or provincial appointees.

When a municipal representative receives remuneration for time and expenses related to board of health work from their Council, ESTPH will not issue payment for the same.

Remuneration will be reviewed biannually and reimbursement rates will be in accordance with applicable non union policies and procedures.

PROCEDURE:

1. Board members verify their attendance at meetings by the roll call taken at each meeting.

2. Payment of remuneration is issued to Board members* on a monthly basis and is as follows:
   - Remuneration in the amount of $88.00 is paid to each Board member attending a meeting of three (3) hours or less.
   - Remuneration in the amount of $132.00 is paid to each Board member attending a meeting of more than three (3) hours.

3. A one-time payment of $250.00 is payable to the Chair of the Board of Health
each year in recognition of the additional work and support of this position.

4. The Executive Assistant requisitions the payment of board meeting remuneration by completing the corresponding form and issuing it to the Supervisor, Accounting within one week of the board/special meeting for which the remuneration is paid.

5. The Supervisor, Accounting issues a remuneration cheque to the board member on the first cheque run following receipt of the remuneration authorization form from the Executive Assistant.

6. Travel expenses in the amount of the current non-union mileage allowance per kilometre is paid for travel from the Board of Health member’s home to the Board of Health meeting/function and back to the Board member’s home.

7. 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 policies of the Health Unit. Itemized receipts are required.

8. Expenses incurred with respect to accompanying spouses are the responsibility of the Board member.

*It is noted that should the City of St. Thomas and/or County of Elgin provide remuneration directly to municipal representatives for board of health work, a statement indicating such shall be kept by the Executive Assistant on file for reference.