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<b><u>POLICY TITLE</u></b>		
<b>BOARD REMUNERATION &amp; EXPENSE REIMBURSEMENT</b>		
<b><u>AUTHORIZATION</u></b> Board Chair, Fraser Health Authority	<b><u>DATE APPROVED</u></b> June 2002	<b><u>CURRENT VERSION DATE</u></b> October 2022

**DATE(S) REVISED / REVIEWED SUMMARY**

<b>Version</b>	<b>Date</b>	<b>Comments / Changes</b>
1.0	June 2022	Initial Policy Released
2.0	July 2004	Revision
3.0	August 2007	Revision
4.0	June 2013	Revision
5.0	May 2015	Revision
6.0	October 2021	Revision
7.0	October 2022	Revision remove the definitions of local and out of town travel and add the <b>more than 50km distance</b> requirement and <b>more than one-day</b> requirement.

**DEFINITIONS**

**FHA** – Fraser Health Authority

**Director** – Member of the Governance Board of the Fraser Health Authority, appointed by the Minister of Health Services.

**PROCEDURE**

**Annual Retainer**

“Retainer” means a fixed annual amount payable to a Director for overall Board service including preparation time and travel time. An annual retainer<sup>2</sup> will be paid in quarterly instalments, in arrears, to all appointed Board members as follows:

Chair – \$15,000

Other Directors – \$7,500

In addition, the following retainers will be paid:

Chair Audit Committee - \$5,000

Chair Other Committees - \$3,000

**Meeting Fees**

“Meeting fee” means a payment to a Director as remuneration for attending a Board or Board Committee meeting only. Board and Board Committee meetings are defined as any Board meeting or Board Committee meeting published in the Board Meetings calendar. Adhoc Board or Board Committee meetings may be added to the calendar during the course of the year. These meetings include a record of attendance and are minuted.

Meeting fees will be paid quarterly, in arrears, to each Director attending a Board meeting and each Committee Member attending a Board Committee meeting:

- Chair & Directors Per Meeting (>4 hrs in 24 hr day) \$500

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- Chair & Directors Per Meeting (<4 hrs in 24 hr day) \$250

Remuneration for attendance at conferences, orientations, speaking engagements, social events or other meetings is included in the annual retainer as part of overall Board service and is not separately compensated.

**Remuneration**

Remuneration will be calculated in the following manner:

Directors attending a meeting of the Fraser Health Authority Board or Board Committee which lasts four hours or less in a twenty-four hour day will be remunerated at one-half of the established meeting rate.

Directors attending a meeting of the Fraser Health Authority Board or Board Committee that lasts longer than four hours in a twenty-four hour day will be compensated at the established meeting rate.

Only one meeting payment will be paid to any Director for each twenty-four hour day in respect of work carried out for Fraser Health. A Director may receive additional remuneration during the same day in respect of work carried out for another Crown Agency.

No distinction will be made between participation in person and participation by video, telephone or such other mode that permits a Director to hear, and be heard by, all other participants.

Travel time will not be reimbursed.

**Reimbursement of Expenses/Meeting Fees**

Payment of expenses and meeting fees will be paid to Board members on a quarterly basis upon submission of an approved Board Travel and Expense Claim Form or Board Meeting Fee Claim Form.

**Daily Limits**

- Meeting Fee \$ 500

**Annual Limits**

- Chair (Retainer + Meeting Fees) \$ 45,000
- Other Directors (Retainer + Meeting Fees) \$ 22,500
- Chair Audit Committee \$ 27,500  
(Retainer + Audit Chair Retainer + Meeting Fees)
- Chair Other Committees \$25,500  
(Retainer + Committee Chair Retainer + Meeting Fees)

**Expense Reimbursement**

- All Expenses Per Receipts

**Claim Forms**

All completed forms are to be submitted to the Board Secretary for processing on a quarterly basis.

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#### **Board Meeting Fees Claim Form**

- To be completed by the Board Secretary when taking attendance for minutes and signed by the Chair of the Board or Committee.

#### **Board Travel and Expense Claim Form**

- To be completed by the Director and signed by the Chair, for reimbursement of expenses while on FHA business.
- Chair's forms to be signed by the Chair of the Governance Committee.

#### **Local Travel Expenses**

The following expenses will be reimbursed for travel within a 50 km distance:

- **Private Vehicles** - Reimbursed at the kilometre (km) rate in effect at the time of travel for distances greater than 32 km each way, to and from the Director's home. Traffic fines will not be reimbursed.
- **Tolls** – Reimbursed at the rate in effect at the time of travel.
- **Parking** - Actual costs will be reimbursed. Parking fines will not be reimbursed.
- **Meals** - Meals for local travel will not normally be considered unless they are required by the particular meeting situation. In such circumstances, meal expenses will be reimbursed, upon presentation of receipts, and in accordance with the Fraser Health Travel and Business Expense Policy. Expense claims will not be permitted for alcohol.

#### **Out-of-Town Travel Expenses**

Where expenses are incurred for travel greater than 50 km and with an expectation of meeting more than one day, expenses need to be reasonable (economical), necessary and incurred in the fulfillment of the members duties as a Board member The following expenses will be reimbursed:

**Private Vehicles** - Reimbursed at the kilometre (KM) rate in effect at the time of travel. Mileage reimbursements shall not exceed the cost of return economy class airfare. Traffic fines will not be reimbursed.

**Ground Transportation** - Business related taxi travel will be reimbursed. Where taxi travel is not economical, costs for sub-compact or compact rental cars will be reimbursed. Car rentals should include a "collision damage waiver" policy. Car rentals should be arranged through the designated travel agency to obtain corporate rates and these costs will be paid directly and billed back to the FHA by the travel agency. Preferred Government rates must be used whenever possible.

**Ferry** - The full cost of ferry travel will be reimbursed. The cost of using the Reservation System or Assured Loading Tickets (ALT) is an allowable expense although these should only be used when absolutely necessary.

**Air Travel** - The lowest logical economy return airfares are to be obtained for all flights and flights should be booked as soon as the destination and approximate departure times are known in order to obtain early booking discounts. The traveller must arrange for any modifications to

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this and additional costs for upgrading the ticket will be borne by the traveller, except as expressly authorized by the Chair. Alternate departure times which would lower expenses should be considered if business plans are not significantly affected.

**Parking** - Actual costs will be reimbursed. Parking fines will not be reimbursed.

**Meals** - Reasonable meal expenses will be reimbursed upon presentation of receipts. Expense claims will not be permitted for alcohol. The guidelines for what constitutes a reasonable maximum are as follows:

- Breakfast \$22.00
- Lunch \$22.00
- Dinner \$28.50

**Accommodations** - Reimbursement for overnight stay will be at the corporate/government rate and at a hotel close to the meeting site. Costs associated with hotel stay, such as business telephone and parking, will be reimbursed.

**Insurance**

**Out-of-Country Travel** - The cost of out-of-country travel insurance is recoverable as a travel expense except when the Director is already covered through an employer's extended medical plan.

**Cancellation** - Cancellation insurance is an allowable expense when substantial savings to the FHA could be realized by booking a flight in advance.

**Travel Agency**

All travel arrangements, other than personal automobile, shall be made by the Board Secretary, who is a designated FHA travel co-ordinator. The travel agency will only initiate bookings made by designated travel co-ordinators. Travel arrangements not made through the approved travel agency will not be reimbursed without the approval of the Chair.

**Other Travellers**

In instances where the FHA is responsible to pay the expenses of a Director who may be accompanied by another traveller (e.g. consultant), travel arrangements should be made through the designated FHA travel agency if possible.

Where a spouse/partner accompanies the Director on FHA business travel, all additional expenses incurred on behalf of the spouse/partner will be the responsibility of the Director.

**Reimbursement of Travel Expenses**

Expense reporting shall account for all expenses incurred including those billed directly by the travel agency. The expense report filing shall include the airline receipt, hotel receipt and car rental contract vouchers supporting the payment to the travel agency as well as reimbursement of the Director's travel expenses. Reimbursement will be made in a timely manner, dependent upon the weekly cycle of the Accounts Payable Department.

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Board education is encouraged and reimbursement is subject to Board discussion and prior approval by the Chair. Registration will be processed by the Board Secretary and advances/

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Board education is encouraged and reimbursement is subject to Board discussion and prior approval by the Chair. Registration will be processed by the Board Secretary and advances/expenses handled in the same manner as other reimbursements.

**REFERENCES**

Travel and Business Expenses (Employees)  
Treasury Board Directive 2/20