

## DIRECTORS' COMPENSATION POLICY

This policy provides the compensation arrangements for Directors in accordance with Treasury Board Directive 2/17 on Remuneration Guidelines for Appointees to Crown Agency boards.

### 1. Annual Retainer

An annual retainer will be paid to the Chair and Directors as noted in Appendix A-I. An annual retainer will also be paid to the Audit Committee Chair and Other Committee chairs as noted in Appendix A-I.

### 2. Meeting Fees

Directors will be paid a fee for attending meetings at the rates specified in Appendix A-I.

Meeting fees are payable to directors for attending board meetings, board committee meetings, or other meetings attending to the business of the board as defined in Treasury Board Directive 2/17. The amount of the Meeting Fees provided is based on the Level in the Classification Grid assigned to the board. If the meeting lasts longer than four hours the full meeting fee is payable. If the meeting lasts four hours or less, one-half of the meeting fee is payable.

The Board Liaison will submit monthly notification of compensation to Accounting Services.

#### Travel Time to Meetings

An exception to TBD 3/11 was issued by Graham Whitmarsh, Deputy Minister of Health, on September 10, 2012 advising that Health Authority Board appointees who regularly incur significant travel to attend board and subcommittee meetings are eligible to receive compensation in the form of a per diem fee. This exception was carried forward to TBD 2/17 Travel Time Compensation is as follows:

- Board appointees who travel more than 2 hours in length (one way) from their home to the meeting location for board and subcommittee meetings are entitled to claim compensation for travel time.
- Travel Time Compensation is to be paid out on an hourly basis or portion thereof, based on the Full Day Per Diem fee of \$500 (i.e. \$62.50 per hour) starting after the first 2 hours.
- The maximum compensation for the combined total of travel and meeting fees is limited to \$500 per day.

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- On the day of a Full Meeting, Board Members may not claim any Travel Time Compensation, regardless of actual time incurred.
- On the day of a Half Meeting, Board Members may claim up to a maximum of four hours Travel Time Compensation.
- On days where no meeting is held, the maximum Travel Time Compensation is 8 hours.
- This policy applies to travel to/from board and subcommittee meetings only, and does not extend to travel for other board related business.

### 3. Remuneration for Other Activities

If a Director is requested by the Board Chair, or designate, to conduct specific business on behalf of the Board, or attend a specific function or speaking engagement on behalf of the Board, other than education or social functions, the Board Chair may authorize a per diem fee to the Director equivalent to the applicable meeting fee.

### 4. Education or Social Events

Directors are not entitled to remuneration for time spent attending educational or social events, although Directors will be reimbursed for expenses incurred in connection with relevant professional development opportunities (e.g., conference fees and associated travel, meal expenses, etc.). All such expense reimbursement must be authorized in advance by the Board Chair.

### 5. Reimbursement of Expenses

A monthly Expense Claim form is required to be submitted for reimbursement of travel, mileage, accommodation and per diem allowance.

#### 5.1 Travel

##### Out of Town Travel

Out of town travel by a Director must be pre-approved by the Chair. Out of town travel by the Chair must be pre-approved by the Chair of the Governance Committee.

##### Travel Advance

If deemed necessary, a travel advance for a requested trip can be issued. Travel advances are to be avoided as much as possible and be accounted for promptly after completion or cancellation of the trip.

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### 5.2 Personal Vehicle

#### Mileage Allowance Rate

Directors may claim a mileage allowance for travelling to and from their residence, or place of business, for attending meetings, events or other business on behalf of Island Health. The reimbursement rates are noted in Appendix A-II. Group II employees are on travel status when absent from their designated headquarters. A Director's headquarters are their usual work place or normal point of assembly and the area within a 32 kilometer radius.

#### Personal Vehicle Insurance

Adequate insurance coverage is required on a Director's personal vehicle if it is used on Island Health business. The cost of insurance is the responsibility of the Director.

### 5.3 Accommodation

British Columbia's government rate or special corporate rate is to be requested while on Island Health business. The Board Liaison Officer will keep Directors informed of any special rates offered to Island Health.

Hotels offering government rates are available at:

<http://csa.pss.gov.bc.ca/businesstravel/>

Where it is not possible to obtain these rates, accommodation will be reimbursed at reasonable levels, with due consideration to location and circumstances.

### 5.4 Per Diem Allowance/Meals Rates

Directors will be paid a per diem allowance to cover meals and out-of-pocket travel expenses on Island Health business as per Appendix A- III. Where travel is for a partial day, the meal rate will be paid as per Appendix A- III.

### 5.5 Attendance At Conferences & Professional Development Sessions

Subject to prior approval by the Board Chair and the Chair of the Governance Committee, registration will be processed by the Board Liaison and expenses will be reimbursed in the same manner as for other travel for Island Health business. The cost for lengthy courses/programs will normally be reimbursed at fifty percent (50%) of the registration fee, plus travel expenses.

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### 6. Claim Authorization

Expense Claim forms submitted by a Director will be reviewed and signed by the Chair. Expense Claim forms submitted by the Chair will be reviewed and signed by the Chair of the Governance Committee.

Questions about fees and expenses will be referred to the Governance Committee for resolution.

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**APPENDIX A**

**I. COMPENSATION**

| <b>Item</b>   | <b>(\$)</b> |
|---|-------------|
| Chair – Annual Retainer                                     | 15,000      |
| Directors – Annual Retainer                                 | 7,500       |
| Additional Retainer – Finance and Audit Committee Chair     | 5,000       |
| Additional Retainer – Other Committee Chair                 | 3,000       |
| Board and Committee Meeting Fees (Maximum per day)          | 500         |
| Board, Committee and Other Meetings Fees if 4 hours or less | 250         |

- Retainer to be paid in advance on a quarterly basis
- The maximum daily remuneration for a Director is \$500
- The maximum number of full day meeting fees is limited as follows:
  - Board Chair –\$45,000 (Annual Retainer plus 60 meetings per year)
  - Board Appointees – \$22,500 (Annual Retainer plus 30 meetings per year)
  - Finance and Audit Committee Chair - \$27,500 (Annual Retainer plus 30 meetings per year)
  - Other Committee Chair \$25,500 (Annual Retainer plus 30 meetings per year)

**II. MILEAGE ALLOWANCE PER BUSINESS KM**

| <b>Effective Date</b> | <b>(\$)</b> |
|-----------------------|-------------|
| April 1, 2002         | 0.46        |
| April 1, 2003         | 0.46        |
| June 1, 2006          | 0.47        |
| June 1, 2007          | 0.48        |
| December 1, 2010      | 0.50        |
| April 2016            | 0.53        |
| June 2018             | 0.54        |
| April 2019 (Current)  | 0.55        |

**III. PER DIEM ALLOWANCE**

| <b>Per Diem Rates Inclusive of GST &amp; Gratuities</b> | <b>(\$)</b> |
|---|-------------|
| Breakfast only  | 22.00       |
| Lunch only  | 22.00       |
| Dinner only   | 28.50       |
| Breakfast and Lunch                                     | 30.00       |

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|--|-------|
| Breakfast and Dinner                         | 36.50 |
| Lunch and Dinner                             | 36.50 |
| Full Day – Breakfast, Lunch & Dinner         | 49.00 |
| Incidentals allowance where no meals claimed | 14.00 |