



Policy Title: DIRECTOR AND COMMITTEE MEMBER EXPENSE POLICY		Policy Section: GOVERNANCE PROCESS	Policy Number: GP IV-125
Approved By: Board of Directors	Date Approved: June 15, 2023	Date Reviewed/ Revised: October 10, 2023	Chair's Signature:

PURPOSE

The Directors and Committee Members Expense Policy sets out the types of expenses that will be reimbursed and the circumstances in which they may be claimed.

The policy references the rates set out in the most recently published Management Board of Cabinet Travel, Meal, and Hospitality Expenses Directive, dated January 1, 2020 (Appendix 1). The Directive is periodically updated and sets rates for, among other things, maximum meal allowances and mileage rates. It applies to employees and government appointees in ministries and provincial agencies.

POLICY

1. Definitions

"Authority" means the Health and Supportive Care Providers Oversight Authority;

"Board" means the board of directors of the Authority;

"CEO" means the Chief Executive Officer of the Authority;

"Committee" means the Discipline Committee established pursuant to section 46 of the Act, the Appeals Committee established pursuant to section 47 of the Act, and an Advisory Committee established pursuant to section 11 of the Act;

"Committee Member" means an individual appointed to the Discipline Committee established pursuant to section 46 of the Act, the Appeals Committee established pursuant to section 47 of the Act, or an individual appointed to an Advisory Committee established pursuant to section 11 of the Act;

"Director" means a director of the Board whether appointed to the Board by the Lieutenant in Council or elected to the Board by the members of the Board.



2. Director and Committee Member Expenses - Generally

Directors and Committee Members shall be reimbursed for reasonable expenses incurred in carrying out their duties on the Board or a Committee in accordance with this policy and with the rates set out in the most recently published Management Board of Cabinet Travel, Meal and Hospitality Expenses Directive.

3. General Principles

3.1 Requirements:

- 3.1.1 Alcohol cannot be claimed and will not be reimbursed as part of a travel or meal expense.
- 3.1.2 Expenses for a group can only be claimed by the most senior person present.
- 3.1.3 Good record-keeping practices must be maintained for verification and audit purposes.
- 3.1.4 Expenses being reimbursed by another source shall not be eligible for reimbursement by the Authority.

3.2 Directors and Committee Members must:

- 3.2.1 obtain all appropriate approvals before incurring expenses; if no prior approval was obtained, then a documented explanation must be submitted with the claim;
- 3.2.2 submit itemized receipts with all claims; credit card slips are insufficient;
- 3.2.3 In the absence of an itemized receipt, a documented explanation of why the receipt is unavailable and a description itemizing and confirming the expenses must be provided; and
- 3.2.4 submit claims by the end of the month following the month in which the expense was incurred; if the claim is not submitted within the timeframe, a documented explanation is required.

3.3 The CEO is accountable for their decisions, which must be:

- based on good judgment and knowledge of the situation;
- exercised in appropriate circumstances; and
- compliant with the principles and requirements set out in this Policy.

3.4 When a situation arises, and discretion needs to be exercised, the CEO should consider whether the request is:

- able to stand up to scrutiny by the auditors and members of the public;
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- properly explained and documented;
- fair and equitable;
- reasonable; and
- appropriate

It is the responsibility of the CEO and the Director or Committee Member, as the case may be, to work out appropriate arrangements which would meet the test of being fair and equitable.

4. Travel

4.1 Travel expenses eligible to be reimbursed:

- 4.1.1 Air: Economy class round trip by the most direct route or most feasible under the circumstances, including ground transportation from home or office to and from the airport.
- 4.1.2 Train: VIA 1 class round trip by the most direct route including ground transportation from home or office, to and from the railway station.
- 4.1.3 Mileage: Mileage will be paid at the current rate set out in the most recently published Management Board of Cabinet Travel, Meal and Hospitality Expenses Directive as long as the total mileage to be claimed does not exceed the cost of Air or Train travel as described in subsections 4.1.1 or 4.1.2, without prior approval of the CEO.
- 4.1.4 Necessary and reasonable parking expenses, as well as tolls for bridges, ferries, and highways.
- 4.1.5 There is no reimbursement for traffic or parking violations.
- 4.1.6 Taxi and ride-hailing services expenses are reimbursed as per receipt. Receipt for taxi can include gratuity.
- 4.1.7 Public Transportation will be reimbursed as per standard fare. Receipts must include documentation showing route and cost associated with it.
- 4.1.8 Individually purchased travel insurance is not eligible to be reimbursed.

5. Accommodation Expenses

- 5.1 Expenses for hotel accommodation will be reimbursed when the distance from the home residence to the meeting location exceeds 45 km. Directors and Committee Members are expected to make their own reservations and secure the best rate possible.
 - 5.2 Reimbursement for hotel suites, executive floors or concierge levels is not permitted. Reimbursement will be made for single accommodation in a standard room.
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6. Meal Expenses

- 6.1 Reasonable and appropriate meal expenses will be reimbursed when a Director or Committee Member is on Authority business.
- 6.2 Meal expenses will be reimbursed at the at the current meal allowance rates set out in the most recently published Management Board of Cabinet Travel, Meal, and Hospitality Expenses Directive regardless of the actual meal costs. A meal allowance rate recognizes that sometimes a meal may be less than the allowance rate, and sometimes more; regardless, the allowance rate is reimbursed. Taxes and gratuities are included in the meal allowance rates. Meals must be purchased to be able to submit a claim for reimbursement. Alcohol cannot be claimed and will not be reimbursed.
- 6.3 The meal allowance rate is for food eaten in a restaurant or for the purchase of prepared food only.
- 6.4 In very limited and exceptional circumstances (e.g., health or dietary considerations; limited options available) where a meal expense is higher than the meal allowance rate, the actual cost of the meal may be reimbursed. Prior approval by the CEO is required. In any situation where there is a claim for a meal expense higher than the allowance, the claim must be accompanied by an itemized receipt and a documented rationale for exceeding the rate. A credit card slip is not sufficient.
- 6.5 There may be situations where an individual pays the meal expenses for a group of individuals. In such cases, the individual may be reimbursed for the total of all meals purchased at the allowance rate for that meal. Group meal expenses can be claimed only by the most senior person present.
- 6.6 Reimbursement will not be provided for meals consumed at home or included in the cost of transportation, accommodation, seminars, or conferences.

7. Incidental Expense Reimbursement

- 7.1 Incidental receipted expenses for postage, photocopying, courier, etc. and costs for related Oversight Authority business are eligible for reimbursement on a cost recovery basis.
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