



Policy Title: BOARD DIRECTOR REMUNERATION POLICY		Policy Section:	Policy Number: GP IV-120
Approved By: Board of Directors	Date Approved: June 15, 2023	Date Reviewed/ Revised:	Chair's Signature:

PURPOSE

The “Board Director Remuneration Policy” sets out what is “reasonable remuneration and expenses” to be paid to Board Directors of the Health and Supportive Care Oversight Authority (HSCPAO) once the permanent board is in place.

Remunerating Board Directors is an acknowledgment of their commitment to serve and to take on important responsibilities related to the regulation of the Oversight Authority’s registrants. At the same time, the remuneration must meet the Act’s requirement to be reasonable and the Oversight Authority’s obligations under the Transfer Payment Agreement to manage its funds prudently and responsibly.

Remuneration of HSCPOA Directors shall comply with section 4(8) of the Act, which states: “The Authority shall pay reasonable remuneration and expenses to the directors”. The Authority’s by-laws (approved in principle) provide that:

5.14 Remuneration of Directors – Pursuant to subsection 4(8) of the Act, the Authority shall pay reasonable remuneration and expenses properly incurred in the performance of their duties as Directors to those Directors who submit claims for same.

POLICY

1. Definitions

“**Authority**” means the Health and Supportive Care Providers Oversight Authority;

“**Board**” means the board of directors of the Authority;

“**Calendar Day**” means a day within a calendar date (12:01 a.m. – midnight).

“**Chair**” means the Chair of the Board;



“**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;

“**Vice-Chair**” means Vice-Chair of the Board.

2. Board Director Remuneration

2.1 Board Directors shall be paid an honorarium for activities undertaken for Authority-authorized Authority business.

2.2A per diem is an honorarium in recognition of the contribution to the Authority and its registrants. This per diem is not a salary nor is it to be considered salary replacement. AT4A is issued for taxation purposes.

3. Per Diem Rates

3.1 Daily per diem rates are as follows:

3.1.1 Director-\$472.00

3.1.2 Chair- \$744.00

3.1.3 Vice-Chair- \$608

The higher per diem rate for the Chair and Vice Chair roles is recognition for the extra responsibilities inherent in these roles including preparing the agenda, chairing the meeting, and writing reports to the Board. The Chair and the Vice-Chair are paid the higher per diem rate for Board meetings and any other occasion when they act as an official representative of the Authority. Directors are paid the Director per diem rate for Board meetings and any other occasion when they act as an official representative of the Authority.

3.2 For the purpose of calculating per diem:

3.2.1 a meeting scheduled for or lasting up to three hours will be deemed to be a half-day, payable at a rate of a half-day per diem; and

3.2.2 a meeting scheduled for or lasting more than three hours will be deemed to be a full day, payable at a rate of a full-day per diem.

4. Maximum Daily Claim

The maximum claim for any one Calendar Day is one day’s per diem plus travel time, if eligible.

5. Per Diem Inclusions



A per diem is paid for:

- 5.1 **attendance** at any face-to-face, electronic or telephone meeting to conduct Board business;
- 5.2 **preparation time** for any face-to-face, electronic or telephone meeting to conduct Board business;
 - 5.2.1.1 preparation time shall not exceed the maximum per diem payment allowed for any face-to-face, electronic or telephone meeting to conduct Board business;
- 5.3 **travel time** for any face-to-face meeting to conduct Board business, when a Director must travel more than two hours, one-way, to attend the meeting, will be paid to a maximum of \$200, regardless of when the travel is undertaken.

6. Cancelled Meeting Claims

When a scheduled meeting is cancelled within two business days of a meeting, a claim for a full-day or a half-day's per diem depending on the length of the scheduled meeting, may be allowed at the discretion of the Chair.

7. Outside Representation Per Diem

When a Director is authorized by the Board or the Chair to represent the Authority at an outside event or non-Authority meeting, the per diem rates set out in this policy will apply. Any additional honorarium, stipend, or payment of any kind, if offered, must be declined. Notwithstanding the forgoing, small non-monetary tokens of appreciation are exempted.

8. Per diem Claims Submission Timeline

Per diem claims are to be submitted within 30 days following the dates of the events upon which the claims are based. All claims for a fiscal year must be received for processing within 15 days of the close of that fiscal year, i.e., December 15th. Per diems will not be paid in advance.