



Policy Title: DIRECTOR AND COMMITTEE MEMBER REMUNERATION POLICY		Policy Section: GOVERNANCE PROCESS POLICY	Policy Number: GP IV-120
Approved By: Board of Directors	Date Approved: June 15, 2023	Date Reviewed/ Revised: October 10, 2023	Chair's Signature:

PURPOSE

The “Director and Committee Member Remuneration Policy” sets out what is “reasonable remuneration” to be paid to Board Directors of the Health and Supportive Care Oversight Authority (HSCPAO) once the permanent board is in place and to individuals appointed to the Discipline, Appeals and Advisory Committees of the HSCPOA once they are established.

Remunerating Board Directors and Committee Members 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 that the remuneration of Directors must be reasonable.

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.

The Act is silent on the payment of remuneration and expenses for Committee Members. Nonetheless, the payment of remuneration for both Directors and Committee Members must meet the Oversight Authority’s



obligations under the Transfer Payment Agreement to manage its funds prudently and responsibly.

POLICY

1. Definitions

“Act” means the *Health and Supportive Care Providers Oversight Authority, 2021*;

“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);

“CEO” means the Chief Executive Officer of the Authority;

“Chair” means the Chair of the Board or a Chair of a Committee;

“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 the 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, and 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;

“Vice-Chair” means Vice-Chair of the Board or a Vice-Chair of a Committee.



2. Director and Committee Member Remuneration

2.1 Directors and Committee Members 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/Committee Member - \$472.00

3.1.2 Board/Committee Chair - \$744.00

3.1.3 Board/Committee 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 or Committee meetings, as the case may be, and any other occasion when they act as an official representative of the Authority. Directors and Committee Members are paid the Director/Committee Member per diem rate for Board or Committee meetings, or attendance at hearings, as the case may be, 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 or hearing 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 or hearing 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:

- 5.1.1 face-to-face, electronic or telephone meeting to conduct Board or Committee business, as the case may be, or
- 5.1.2 face-to-face, electronic or telephone hearing held by a Committee.

5.2 **preparation time** for any:

- 5.2.1 face-to-face, electronic or telephone meeting to conduct Board or Committee business, as the case may be; or
- 5.2.2 face-to-face, electronic or telephone hearing held by a Committee; or
- 5.2.3 at the discretion of the CEO, significant time spent reviewing materials or information provided by the Authority for the purpose of participating in the Authority as a Director or Committee member.

A claim for preparation time shall not exceed the maximum per diem payment allowed for any face-to-face, electronic or telephone meeting or hearing for which the preparation time is claimed.

- 5.3 **travel time** for any face-to-face meeting to conduct Board or Committee business, or a hearing when a Director or Committee Member, as the case may be, must travel more than two hours, one-way, to attend the meeting or hearing, as the case may be, will be paid to a maximum of \$200, regardless of when the travel is undertaken.

6. Cancelled Meeting or Hearing Claims

When a scheduled meeting or hearing is cancelled within two business days of a meeting or a hearing, a claim for a full-day or a half-day's per diem depending on



the length of the scheduled meeting or hearing, may be allowed at the discretion of the Chair of the Board for Board meetings or the Chair of the Committee for Committee meetings or hearings, as the case may be.

7. Outside Representation Per Diem

When a Director or Committee Member is authorized by the Board or a Committee 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., March 15th. Per diems will not be paid in advance.

9. **CEO Discretion**

When exercising discretion, the CEO should consider whether the request is:

- able to stand up to scrutiny by the auditors and members of the public,
- 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.
