Board Compensation & Expense Policy

Description

To ensure the consistent application of the Compensation and Expense Policy as it pertains to the fulfillment of Board Members’ duties.

Scope

The Board Compensation & Expense Policy applies to all Board Members of Vancouver Coastal Health and is in compliance with the Treasury Board Directive: *Remuneration Guidelines for Appointees to Crown Agency Boards.*

Procedures

3.1 Compensation for Time

Compensation for time is paid under two categories:

i) Board and Committee Meetings, where an appointee is remunerated for attending a board meeting or board committee meeting, or for other meetings attending to the business of the board.

ii) Quarterly Retainers

   i) *Board and Committee Meetings*
   As defined by Treasury Board Directive, a “meeting fee” means a payment made to an appointee as remuneration for attending a board meeting or board committee meeting, or for other meetings attending to the business of the Board. The amount of the meeting fee provided must not exceed the maximum amounts set out in the Compensation Rates outlined in item 3.2 below. If the meeting lasts longer than four hours in a twenty-four hour day, the full meeting fee may be payable. If the meeting lasts four hours or less in a twenty-four day day, one-half of the meeting fee may be payable.

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

   ii) *Retainers*
   Retainers are payable in the first pay cycle of the month at the beginning of each quarter in April, July, October and January. If a Board Member starts within a quarter, the retainer will be based on the number of active days within the quarter. If a Board Member leaves during a quarter, the member will reimburse Vancouver Coastal Health for the remaining number of days in the quarter.
Board Compensation & Expense Policy
D-00-11-30078

3.2 Compensation Rates

<table>
<thead>
<tr>
<th>Item</th>
<th>Compensation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board Chair - Annual Retainer (paid quarterly)</td>
<td>$15,000</td>
</tr>
<tr>
<td>Directors - Annual Retainer (paid quarterly)</td>
<td>$7,500</td>
</tr>
<tr>
<td>Chair – Audit Committee Retainer – additional annual retainer (paid quarterly)</td>
<td>$5,000</td>
</tr>
<tr>
<td>Chair – All Other Committee Retainers – additional annual retainer (paid quarterly)</td>
<td>$3,000</td>
</tr>
<tr>
<td>Board and Committee Meeting Fees and adhoc (minuted) Meeting Fees</td>
<td>$500 if greater than 4 hours $250 if 4 hours or less</td>
</tr>
</tbody>
</table>

Meetings that are compensated at the rate of $500 are referred to as “Full Meetings” and meetings compensated at the rate of $250 as “Half Meetings”.

3.3 Maximum Payments

A Director can earn a maximum remuneration of $500 per day plus out of pocket expenses.

The maximum remuneration for all Board Members for each fiscal year will be limited to:

i) Board Chair - $45,000 plus expense reimbursement
ii) Director - $22,500 plus expense reimbursement
iii) Committee Chair - $25,500 plus expense reimbursement (except Audit)
iv) Audit Chair - $27,500 plus expense reimbursement

3.4 Out of Pocket Expenses

Directors will be reimbursed for out of pocket expenses. This includes travel, meals and accommodation. Expenses must be reasonable (economical), necessary and incurred in the fulfillment of their duties as a Board Member.

3.5 Allowance for Out of Town Travel

A per diem allowance is provided to cover meals and incidental expenses, such as reasonable customary gratuities, personal telephone calls, etc. Receipts are not required to support the per diem allowance claim and can be allocated in a reasonable manner as determined by the claimant.

<table>
<thead>
<tr>
<th></th>
<th>Canadian Travel ($CDN incl tax)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>$12.00</td>
</tr>
<tr>
<td>Lunch</td>
<td>$15.00</td>
</tr>
<tr>
<td>Dinner</td>
<td>$25.00</td>
</tr>
<tr>
<td>Incidental</td>
<td>$.00</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$52.00</td>
</tr>
</tbody>
</table>
Original receipts are required for all out of pocket expenses except mileage claims and per diem allowances. Receipts must be attached to the expense claim form. Out of town travel must be pre-approved by the Board Chair. Out of town travel for the Board Chair must be pre-approved by the Chair of the Governance & HR Committee.

Either per diem rates or submission of original receipts can be used each day. A combination of the two methods is not permissible.

3.6 Air Travel

The most economical air fare should be chosen regardless of frequent flyer program memberships. However, if this is not permissible given schedules, air traffic conditions and the terms and conditions, a reasonable alternative can be chosen with advance approval from the Board Chair (for the Board Chair advance approval from the Chair of the Governance & HR Committee).

3.7 Speaking Engagements and Social Events

Directors will not be paid for time spent attending social events, including meals and receptions, nor will directors be paid for time spent attending conferences, but the Board may authorize the payment of the admission fees to certain events.

3.8 Use of Personal Vehicles

The Authority’s standard rate for kilometers travelled will be used. All insurance requirements are the responsibility of each Director. This standard rate can be obtained from the Board office. Mileage may only be claimed when traveling to meetings not listed on the Schedule of Board Meetings calendar.

3.9 Accommodation

Where possible, accommodation should be obtained at those hotels offering Government or special corporate rates. The Board office will keep Directors informed of any special rates offered to the Authority.

3.10 Compensation and Expense Claim Administration

3.10.1 Directors are required to complete an expense form for all out of pocket expenses.

3.10.2 Directors are asked to submit expense claim forms (with receipts) quarterly (March, June, September, December) to the Board office.

3.10.3 All expenses submitted by Directors will be reviewed and signed by the Board Chair. All expenses submitted by the Board Chair will be reviewed and signed by the Chair of the Governance & HR Committee.

3.10.4 Retainers, Board or Committee and Adhoc meeting fees will automatically be paid by the Board Office. Directors are not required to submit claim forms for these fees.
3.10.5 Any questions about fees and expenses will be referred to the Governance & HR Committee for resolution.

3.11 Reporting

At the end of the year, a T4 slip will be sent to all board members covering all compensation payments.

Board Compensation is subject to standard deductions.

Board Compensation is disclosed to the public as part of the Board Remuneration Reporting done each fiscal year.

3.12 Questions

Any questions or concerns should be directed to the Board office.