



POLICY NUMBER	GP – 18
ISSUING AUTHORITY	Board of Directors
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ISSUE DATE:	December 19, 2012
REVIEW DATE:	August 2, 2017
REVISE DATE:	September 27, 2017

**SUBJECT:** Governance Process  
**BOARD MEMBER REMUNERATION AND EXPENSES**

**POLICY:**

The Board values the importance of visibility and supporting employees and community stakeholders balanced with fiscal responsibility and as such, for the purpose of remuneration, the Board considers appropriate representation at community/regional events.

1. Board Members are paid a remuneration as set by the Minister of Health, Seniors and Active Living and in accordance with the following definitions agreed by the Board:

*Payment of hours: meetings timed between 1 and 5 hours at \$20 per hour (a 4 hour meeting will constitute a half day meeting at \$80), the hourly rate will apply; where meeting time exceeds 5 hours this is considered a full day rate at \$150.00; evening is considered after 5:00pm and paid \$80.00.*

Board Members receive no remuneration for preparatory work or driving time to meetings.

2. Travel allowance is paid in accordance with the current Manitoba Government Employee's Master Agreement (GEMA), Appendix E - Mileage Rates.
3. Approved expenses are reimbursed for all Board and Committee meetings attended, as well as any meeting and/or event attended at the direction of the Board. All expenses, including meals and accommodation, to be supported by original receipts. Reimbursement for meals is capped for each meal period as per staff policy. Where possible Board Members will try to obtain a reasonable rate for accommodation.
4. Gratuities and alcohol are not reimbursed.
5. Costs associated to increase a Board Member's vehicle insurance from Pleasure Passenger Vehicle to All Purpose Passenger Vehicle, where this coverage is not already in place:
  - o An annual amount of \$240 to be divided by ten (10); to be included on the Board Member's regular monthly expense claim.
  - o A copy of the vehicle registration document to be submitted with the first month's expense claim.

6. Expense Claim Approval Process:
  - o Expense claims, together with original receipts, are submitted at each regular monthly Board meeting.
  - o Circumstances requiring expense claims to be approved outside of this timeframe will be considered as and when they arise.
  - o Board Members submit their expense claims to the Board Chair for approval.
  - o Board Chair submits his/her expense claims to the Board Vice-Chair for approval

**Board Expenses:**

Expense Item	RHA Reimbursed	RHA Supplied
<p>Paper and Printer Cartridges</p> <ul style="list-style-type: none"> <li>– Letter sized paper is provided by the RHA for RHA use in printers. <i>(A request for paper should be made to the Executive Office prior to a Board meeting.)</i></li> <li>– Printer cartridges to be claimed</li> </ul>	X	X
<p>Travel cost incurred in order to attend meetings via means other than by own vehicle i.e. commercial carrier or third party:</p> <ul style="list-style-type: none"> <li>▪ Commercial Carrier: reasonable expenses reimbursed based on expense claim with supporting original receipt(s).</li> <li>▪ Third Party: shall be reimbursed for mileage expenses for transportation of a Board member from their place of residence to the Board meeting at the government approved mileage rate. The third party must submit an invoice.</li> </ul>	X	
<p>Board members are reimbursed for for accommodation, meals* (excluding alcohol and gratuities) and telephone calls, when on official Southern Health-Santé Sud business.</p> <p><i>* reimbursement for meals is capped for each meal period as per staff policy.</i></p>	X	
<p>Circumstances that do not fit with the above criterion will be considered as and when they arise.</p>		