



# BOARD OF HEALTH POLICY

APPROVALS	DATE APPROVED	INITIALS
BOH:	Res. No.: 08-2022	
SMT:		
MCC:		
IF APPLICABLE		
DIRECTOR		
JOHSC:		
PPL:		

---

**SECTION:** BOARD OF HEALTH **POLICY NO.:** BH-02-04

**SUBJECT:** Remuneration and Expense

**APPROVED BY:** Board of Health **POLICY DATE:** January 2022

---

## 1. PURPOSE

- 1.1. The purpose of this policy is to ensure that a process is established for remuneration and reimbursement of expenses incurred by Board of Health members in carrying out their role with the Board of Health for the Thunder Bay District Health Unit.
- 1.2. This policy also sets out approval levels for Board of Health travel or meeting expenses.

## 2. POLICY

- 2.1. This policy applies to all members of the Board of Health (municipal, citizen and provincial appointees) for the Thunder Bay District Health Unit (TBDHU).
- 2.2. Remuneration and reimbursement of expense shall be made in accordance with the provisions of the *Health Protection and Promotion Act* and with the *Municipal Act, 2001*, and any amendments thereto.
- 2.3. TBDHU will pay travel, meals, accommodation, and other legitimate expenses to eligible Board of Health members for costs incurred while engaged in authorized Board of Health business, unless reimbursed by other means.
- 2.4. Reasonable and actual expenses related to Board of Health activities will be reimbursed at rates consistent with organizational policies and non-union contracts.
- 2.5. Expenses will be submitted and approved in accordance with Procedure Number BH-02-04 Board of Health Remuneration and Expense.
- 2.6. Remuneration for eligible Board of Health members shall be a daily honourarium rate, as determined by the Board of Health Executive Committee, in accordance with Board of Health By-law and with Procedure Number BH-02-04 Board of Health Remuneration and Expense.
- 2.7. Remuneration will be paid to eligible Board members for attendance at Board of Health meetings and other remunerable functions, in accordance with Procedure Number BH-02-04 Board of Health Remuneration and Expense.

2.8. Board of Health travel or meeting expenses will be approved as follows:

- a. The Medical Officer of Health and Chief Executive Officer, or designate, will approve Board of Health travel and regular meeting expenses up to \$1000.00 per single transaction.
- b. A resolution of the Board of Health is required to approve payment of costs for any Board of Health function or event beyond Regular Board of Health meetings.
- c. A resolution of the Board of Health is required to approve payment of any cost exceeding \$1000.00 per single transaction incurred for any Board of Health meeting or function.

2.9. Corporate Services will provide a report to the Board of Health, in conjunction with year-end reporting, identifying the Board of Health meeting and travel expenses for the year.

### **3. APPLICABLE PROCEDURES**

3.1 Procedure Number BH-02-04 Remuneration and Expense applies to this policy.

### **4. DEFINITIONS**

4.1. **Eligible Board member** means any member other than the Chair, who is not paid an annual remuneration by their municipality, as per the *Health Protection and Promotion Act*.

### **5. REFERENCES**

- 5.1 Health Protection and Promotion Act, R.S.O. 1990 and Regulations
- 5.2 Municipal Act, 2001, and Amendments
- 5.3 Board of Health Procedural By-law

### **6. APPENDICES/LINKS AND ATTACHMENTS**

6.1 Procedure Number BH-02-04 Remuneration and Expense