

BOARD OF HEALTH PROCEDURE

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

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

SUBJECT: Remuneration and Expense

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

1. PURPOSE

- 1.1. The purpose of this procedure is to establish the process for submission, approval and remuneration of eligible board of health expenses. This procedure also provides rates of remuneration for eligible board of health expense.
- 1.2. This procedure supports Policy No. BH-02-04 Remuneration and Expense.

2. PROCEDURE

- 2.1. Upon their appointment, all Board of Health members will complete and submit a Statement of Remuneration and Expense form (Attachment 7.1) to verify entitlement to remuneration or reimbursement of expenses from the Thunder Bay District Health Unit (TBDHU) for board of health meetings/business, in accordance with the *Health Protection and Promotion Act* and the *Municipal Act, 2001*, and any amendments thereto.

The Executive Assistant maintains a file of the signed forms.

- 2.2. Any member eligible to receive remuneration may opt out of payment for their time by indicating that intention on the Statement of Remuneration and Expense form or by submitting their request in writing to the Executive Assistant.
- 2.3. Payment of remuneration and reimbursement of expenses will be issued to eligible Board members within a reasonable amount of time following a remunerable meeting/function.

HONOURARIUM

- 2.4. Remuneration for eligible Board members will be a daily honourarium. An honourarium will be paid to each eligible Board member who attends the following:
 - a. a regular meeting(s) of the Board;
 - b. a committee meeting(s);
 - c. a conference or convention;
 - d. a training session, workshop or retreat;
 - e. a business/project team meeting(s) on behalf of the Board.

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- 2.5. Board members will receive one honourarium per day, regardless of whether the member attends more than one official function in a day.
- 2.6. The Board of Health Chair will be paid an honourarium when they are required to attend Board business, including any meetings, functions or events whether or not specified above, regardless of whether they would otherwise be eligible.
- 2.7. The Board of Health Vice Chair will be paid an honourarium when they are required to attend Board business on behalf of the Chair, including any meetings, functions or events whether or not specified above, regardless of whether they would otherwise be eligible.
- 2.8. Board members will not be compensated for attendance at:
- a) community events, such as trade shows, sporting events or tournaments;
 - b) meetings of community coalitions or partnerships, or municipal associations;
 - b) TBDHU social events, such as the Staff Holiday Social, or retirement events;
 - c) unless representing the Chair of the Board of Health.
- 2.9. The honourarium rate will be reviewed at a summer Executive Committee meeting preceding the end of the term of the Board, prior to a municipal election; any adjustment to the rate will take effect at the start of the new term.

In accordance with the *Health Protection and Promotion Act*, the rate of remuneration paid by the Board of Health will not exceed the highest rate of remuneration paid by any municipality within the health unit served by the Board of Health.

- 2.10. As determined by Board Resolution Number 69-2018, the honourarium rates for eligible Board members are:
- \$100.00 for meetings lasting five hours or less, including travel time;
 - \$150.00 for meeting lasting more than five hours, including travel time;
 - \$50.00 for participation in meetings via electronic means;
 - \$150.00 per day for attendance at conferences, workshops or other functions on behalf of the Board of Health.

EXPENSES

- 2.11 Expenses are recognized for attendance at Board of Health meetings and functions where remuneration would apply.
- 2.12 Eligible Board members will submit a completed Expense Reimbursement form (Attachment 7.2) to the Executive Assistant following each meeting or other remunerable function.
- 2.13 Unless otherwise indicated, eligible Board members will submit the original invoice for any expenses they are requesting to be reimbursed.

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- 2.14 Expense reimbursement forms will be verified by the Executive Assistant and will be processed as soon as possible in accordance with the accounts payable processing cycle to avoid any economic loss to the Board member.
- 2.15 In some circumstances, expenses may be partially or fully covered by another agency or organization. Board members will complete and submit the TBDHU Expense Reimbursement form and the Executive Assistant will complete and submit any form required by the outside organization, for reimbursement to TBDHU.
- 2.16 Board members must submit all claims for expenses and reimbursement prior to the end of their term as a Board of Health member.
- 2.17 Any overpayment to a Board member will be considered a debt owing to TBDHU and must be repaid.
- 2.18 Good record keeping practices must be maintained for verification and audit purposes.

Meals

- 2.19 Meals are reimbursed on a per diem basis, at rates determined by non-union compensation processes, as itemized on the Expense Reimbursement form (Attachment 7.2). Receipts are not required for reimbursement of meals, unless the daily limit is exceeded.
- 2.20 When meals are included in transportation fare or in registration fees, no separate claim for meals may be made.
- 2.21 In no circumstances will the cost of alcohol be reimbursed.

Mileage

- 2.22 Administration will annually adjust the mileage reimbursement rate in January of each year, based on the current rate set by the Canada Revenue Agency.

The Medical Officer of Health and Chief Executive Officer, or designate, will provide notification of the rate change in a memorandum to the Board of Health.

- 2.23 Mileage will be paid at the established rate when distance travelled to Board of Health meetings or other eligible functions or events is more than 35 kilometres. Exact mileage should be recorded.
- 2.24 The Executive Assistant will record all mileage as incurred, to ensure compliance with Canada Revenue Agency regulations.
- 2.25 When two or more Board members travel together in a privately owned automobile, only the vehicle owner can claim mileage. The passenger(s) cannot claim a mileage allowance. All the travellers should be listed on the reimbursement form.

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Travel

- 2.26 Travel arrangements should be made by the most economical and practical route possible giving consideration to cost, distance and timing. Eligible Board members will be reimbursed for travel at actual cost or most economical rate of travel, whichever is lower.
- 2.27 Air travel for Board of Health business will be arranged through TBDHU's contracted travel agent. Air travel will be arranged to incur the lowest logical economy airfare for the trip, traveling by the most direct route.
- 2.28 Other types of commercial travel including rail, bus, helicopter or boat may be used if required, economical and safe. In these instances, the associated costs are eligible for reimbursement. Travel by private boat, private plane and private helicopter is not authorized and associated costs are ineligible for reimbursement.
- 2.29 Full reimbursement will be made for the cost of local travel from the point of arrival by public carrier to and from the local destination by taxi or other shuttle.
- 2.30 Full reimbursement will be made for the cost of parking for Health Unit related business, based on submission of original receipts. Exceptions will be made for the cost of parking meters where no receipt is available. TBDHU will follow CRA regulations concerning the assessment of a taxable benefit for the reimbursement of parking costs.
- 2.31 Wherever possible, receipts must be obtained, however, it is reasonable to expect that certain expenses (for example, subway tokens or highway tolls), will not provide a receipt and these costs can also be reimbursed up to \$10 per day without receipts.
- 2.32 Ground transportation may be rented when justifiable, based on factors such as but not limited to: cost, safety and the needs of the Board member. Rental vehicles should be booked through the TBDHU's contracted travel agent whenever possible and the standard for rental vehicles is mid-size.
- 2.33 When traveling on Board of Health business daily insurance coverage is not required to be purchased. The process regarding insurance coverage will be dependent on the industry standards. All requirements of the rental agency must be met with regard to disclosure, i.e. they must be informed prior to crossing a provincial or international border as well as if there will be additional drivers.

Accommodation

- 2.34 Eligible Board members will be reimbursed actual expenses for commercial accommodation at single occupancy rates.
- 2.35 Accommodation expenses will be paid to eligible Board members who travel for regular Board business within the District of Thunder Bay at maximum rates determined by administration through a market review conducted yearly.

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- 2.36 For convenience, TBDHU has a standing purchase order with several hotels in the District of Thunder Bay with direct billing arrangements (Attachment 7.3). It is preferred that Board members utilize these agreements.

TBDHU will only pay the negotiated rate for a standard room at any of these hotels. Upgrades must be paid for by the individual member at time of check-out.

- 2.37 Board members are eligible for accommodation expenses, subject to some limits, in the event that they must remain an extra night due to inclement weather.
- 2.38 When traveling to conferences, it is recognized that Board members normally stay in the conference designated hotels at conference negotiated preferred rates.

Other Expenses

- 2.39 The actual costs of necessary and reasonable expenses are reimbursable, including, but not limited to, the following:
- Baggage fees (generally one checked bag up to 23 kg (50 lb.), unless additional pre-approved);
 - Business telephone or cell phone calls, including reasonable calls to contact immediate family;
 - Additional business expenses such as photocopies, word processing services, faxes, e-mail, rental and transportation of required office equipment;
 - Internet connection charges to allow the traveler to fulfill Board of Health responsibilities;
 - The cost of using a hotel safe to store confidential Board of Health documents.
- 2.40 The following are examples of expenses that are deemed ineligible for reimbursement:
- Any expenses related to accompanying travel companions;
 - Personal expenses which are not required in connection with the approved Health Unit travel; such as entertainment, tickets to shows, sporting events, etc.;
 - Any other personal or excessive expenditure;
 - Airline tickets purchased through a personal frequent flyer program;
 - Expenses for failure to cancel transportation or hotel reservations when cancellation is for personal reasons;
 - Interest charges levied on overdue invoices or credit cards;
 - Lost, stolen or damaged luggage or other items (travelers must ensure that their personal insurance provides adequate coverage for personal property);
 - Parking or traffic fines;
 - Any illegal activity.

Advances

- 2.41 The Health Unit will advance funds for authorized travel expenses when the expenses required for the trip are expected to exceed \$100.

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- 2.42 Advance payments will be processed in accordance with the established accounts payable processes.
- 2.43 To obtain an advance, the Board member must submit a completed Advance Requisition form (Attachment 7.4)) to the Executive Assistant no more than ten (10) working days prior to the start of the related trip.
- 2.44 An Expense Reimbursement form (Attachment 7.2) must be completed and submitted to Finance within five (5) business days of return from the trip to claim the expenses for which the advance was issued.

APPROVAL

- 2.45 Expense Reimbursement forms for Board of Health travel and meeting expenses will be submitted to the Medical Officer of Health and Chief Executive Officer, or designate, for approval.
- 2.46 Requests for travel to attend conferences, workshops or other Board events will be submitted in accordance to Policy Number BH-02-03 Continuing Education for Board of Health Members.
- 2.47 A resolution of the Board of Health is required to approve attendance and travel to conferences, workshops and other functions or events involving Board of Health participation.
- 2.48 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 meeting costs.

3. SCOPE

- 3.1. This procedure applies to all members of the Board of Health for the Thunder Bay District Health Unit.

4. RESPONSIBILITY

- 4.1. **Board of Health members** are responsible to accurately complete the Statement of Remuneration and Expense form and to notify the Secretary to the Board of Health if the information changes at any point during their term; and to complete and submit remuneration and expense claims to the Secretary of the Board of Health in a timely manner following any remunerable Board of Health meeting/function.
- 4.2. The **Executive Assistant** is responsible to provide Board members with the Statement of Remuneration and Expense form at the start of their term, to maintain the file of signed forms for the term of the Board; to record and track Board members mileage, and to

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accurately process remuneration and expense claims in a timely manner following Board of Health meetings/functions.

- 4.3. The **Medical Officer of Health and Chief Executive Officer**, or **designate**, is responsible to review and approve Board of Health travel and meeting expenses, in accordance with Board of Health Policy BH-02-04 Remuneration and Expense.
- 4.4. **The Executive Committee** is responsible for reviewing and making recommendations with respect to the daily honourarium rate at a summer meeting preceding the end of the term of the Board, prior to a municipal election.

5. DEFINITIONS

- 5.1. **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*.

6. REFERENCES

- 6.1 Health Protection and Promotion Act, R.S.O. 1990, and Regulations
- 6.2 Municipal Act, 2001, and Amendments

7. APPENDICES/LINKS AND ATTACHMENTS

- 7.1 Statement of Board Member Remuneration and Expense
- 7.2 Expense Reimbursement Form (FIN-18)
- 7.3 TBDHU Hotel Tenders - Direct Billing Arrangements
- 7.4 Advance Requisition Form (FIN-13)
- 7.5 Policy Number BH-02-04 Remuneration and Expense