

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, 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.

3.2 Compensation Rates

Item	Compensation
Board Chair - Annual Retainer (paid quarterly)	\$25,875
Directors - Annual Retainer (paid quarterly)	\$12,940
Chair – Audit Committee Retainer – additional annual retainer (paid quarterly)	\$5,750
Chair – All Other Committee Retainers – additional annual retainer (paid quarterly)	\$3,450
Board and Committee Meeting Fees and ad hoc (minuted) Meeting Fees	\$720 if greater than 4 hours \$360 if 4 hours or less

Meetings that are compensated at the rate of \$720 are referred to as “Full Meetings” and meetings compensated at the rate of \$360 as “Half Meetings”.

3.3 Maximum Payments

A Director can earn a maximum meeting fee of \$720 per day plus out of pocket expenses. The maximum number of full day meeting fees for Board Appointees, other than the Chairs, is 30 per year. The maximum number of full day meeting fees for Board Chairs is 60 per year.

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

- i) Board Chair - \$69,075 plus expense reimbursement
- ii) Director - \$34,540 plus expense reimbursement
- iii) Committee Chair - \$37,990 plus expense reimbursement (except Audit)
- iv) Audit Chair - \$40,290 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.

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

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.

Please refer to Appendix A to review current per diem rates.

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 has adopted the CRA's standard mileage rate for kilometers travelled-. This rate is available from the Board office, the CRA website or from payroll. Mileage may only be claimed when traveling to meetings not listed on the *Schedule of Board Meetings* calendar.

All insurance requirements are the responsibility of each Director.

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 Ad hoc 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.

Approved by: VCH Board

Policy Created:

- 2016 02 17

Revision Dates:

- 2018 11 28
- 2020 02 13
- 2021 04 15
- 2023 06 22
- 2024 11 06

Approved:

- 2018 11 28
- 2020 02 13
- 2021 04 15
- 2023 09 28
- 2025 02 27

Appendix A

Current Per Diem Rates:
February 12, 2025

	Canadian Travel (\$CDN incl tax)
Breakfast	\$26.25
Lunch	\$26.25
Dinner	\$36.00
Incidentals	\$.00
Daily Maximum	\$66.75

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