

DIRECTORS' COMPENSATION POLICY

This policy provides the compensation arrangements for Directors in accordance with Treasury Board Directive (TBD) 2/24 – *Remuneration Guidelines for Appointees to Ministry and Crown Agency Boards*.

1. Annual Retainer

An annual retainer will be paid to the Chair, Committee Chairs and Directors without a further appointment as noted in Appendix A.

2. Meeting Fees

- A. Directors will be paid a fee for attending meetings at the rates specified in Appendix A-I.
- B. Meeting fees are payable to directors for attending Board meetings, Board committee meetings, or other meetings attending to the business of the Board as defined in TBD 2/24. The amount of the Meeting Fees provided is based on Level 5 of the Classification Grid (Health Authorities and Large Commercial Crown Corporations.) If the meeting lasts longer than four hours, the full meeting fee is payable. If the meeting lasts four hours or less, one-half of the meeting fee is payable.
- C. The Board Liaison will submit monthly notification of compensation to Finance – General Ledger.
- D. Appointees receiving retainers are not eligible for meeting fees provided to remunerate for travel time.

3. Remuneration for Other Activities

If a Director is requested by the Board Chair, or designate, to conduct specific business on behalf of the Board, or attend a specific function or speaking engagement on behalf of the Board, other than education or social functions, the Board Chair may authorize a per diem fee to the Director equivalent to the applicable meeting fee.

4. Education or Social Events

Directors are not entitled to remuneration for time spent attending educational or social events, although Directors will be reimbursed for expenses incurred in connection with relevant professional development opportunities (e.g., conference fees and associated

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travel, meal expenses, etc.). All such expense reimbursement must be authorized in advance by the Board Chair.

5. Reimbursement of Expenses

A monthly Expense Claim form is required to be submitted for reimbursement of travel, mileage, accommodation and per diem allowance.

6. Travel

- A. Out of town travel by a Director, beyond travelling for regularly scheduled Board meetings, must be pre-approved by the Chair. Out of town travel by the Chair, beyond travelling for regularly scheduled Board meetings, must be pre-approved by the Chair of the Governance Committee.
- B. If deemed necessary, a travel advance for a requested trip can be issued. Travel advances are to be avoided as much as possible and be accounted for promptly after completion or cancellation of the trip.
- C. All appointees are eligible for travel and expense reimbursement in accordance with this Policy and the Terms and Conditions of Employment for Excluded Employees and all related Island Health policies. In event of discrepancy between these two documents this Policy and Treasury Board Directives shall take precedence.

7. Personal Vehicle Use

- A. Directors may claim a mileage allowance for travelling to and from their residence, or place of business, for attending meetings, events or other business on behalf of Island Health. The reimbursement rate is noted in Appendix A-II. This rate is defined through TBD 2/24. Any rate change is internally effective at the same date the TBD rates are effective, and Appendix A-II will be updated accordingly. Group II employees are on travel status when absent from their designated headquarters. A Director's headquarters are their usual work place or normal point of assembly and the area within a 32 kilometre radius.
- B. Adequate insurance coverage is required on a Director's personal vehicle if it is used on Island Health business. The cost of insurance is the responsibility of the Director.

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8. Accommodation

- A. British Columbia's government rate or special corporate rate is to be requested while on Island Health business. The Board Liaison Officer will keep Directors informed of any special rates offered to Island Health.
- B. Hotels offering government rates are available at: <http://csa.pss.gov.bc.ca/businesstravel/>. Where it is not possible to obtain these rates, accommodation will be reimbursed at reasonable levels, with due consideration to location and circumstances.

9. Per Diem Allowance/Meals Rates

Directors will be paid a per diem allowance to cover meals and out-of-pocket travel expenses on Island Health business, per Appendix A-III. These rates are defined through TBD 2/24 and detailed in the Travel Allowances Appendix at:

https://www2.gov.bc.ca/assets/gov/careers/all-employees/pay-and-benefits/appendix_1_travel_allowances.pdf

Any rate changes are internally effective at the same date the TBD rates are effective, and Appendix A-III will be updated accordingly.

10. Attendance At Conferences & Professional Development Sessions

Subject to prior approval by the Board Chair and the Chair of the Governance Committee, registration will be processed by the Board Liaison and expenses will be reimbursed in the same manner as for other travel for Island Health business. The cost for lengthy courses/programs will normally be reimbursed at fifty percent (50%) of the registration fee, plus travel expenses.

11. Claim Authorization

- A. Expense Claim forms submitted by a Director will be reviewed and signed by the Chair. Expense Claim forms submitted by the Chair will be reviewed and signed by the Chair of the Governance Committee.
- B. Questions about fees and expenses will be referred to the Governance Committee for resolution.

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APPENDIX A

I. COMPENSATION

Item	(\$)
Chair – Annual Retainer	25,875
Directors – Annual Retainer	12,940
Additional Retainer – Finance and Audit Committee Chair	5,750
Additional Retainer – Other Committee Chair	3,450
Board and Committee Meeting Fees (Maximum per day)	720
Board, Committee and Other Meetings Fees if 4 hours or less	360

- Retainer to be paid in advance on a quarterly basis
- The maximum daily remuneration for a Director is \$720
- The maximum number of full day meeting fees is limited as follows:
 - Board Chair –\$69,075 (Annual Retainer plus 60 meetings per year)
 - Board Directors – \$34,540 (Director Retainer plus 30 meetings per year)
 - Finance and Audit Committee Chair - \$40,290 (Annual Retainers plus 30 meetings per year)
 - Other Committee Chair \$37,990 (Annual Retainers plus 30 meetings per year)

II. MILEAGE ALLOWANCE PER BUSINESS KM*

Effective Date	(\$)
April 2024	0.63

III. PER DIEM ALLOWANCE*

Per Diem Rates Inclusive of GST & Gratuities	(\$)
Breakfast only	25.50
Lunch only	25.50
Dinner only	35.25
Breakfast and Lunch	37.00
Breakfast and Dinner	46.75
Lunch and Dinner	46.75
Full Day – Breakfast, Lunch & Dinner	63.75
Incidentals allowance where no meals claimed	15.00

*Mileage and per diem rates as defined through the TBD are updated annually. The *Directors' Compensation Policy* Appendix A-II and A-III will be updated accordingly – this update does not require approval from the Board of Directors. Any mileage and per diem rate changes are internally effective at the same date the TBD rates are effective.