

Board of Health Manual Public Health Sudbury & Districts Procedure

Category

Board of Health Administration

Section

Monetary

Subject

Remuneration and Expenses

Number

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Approved By

Board of Health

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Process

Board Remuneration for Attendance at Board of Health Meetings

1. Board members verify their attendance at meetings by the Roll Call taken at each meeting.
2. Payment of remuneration is issued to Board members within a reasonable amount of time following a remunerable meeting/function.
3. As determined by Board Resolution 17-04 and in accordance with the *Health and Protection and Promotion Act*, Section 49, a daily* remuneration is paid to those Board members who are not a member of the council of a municipality, OR are a member of the council of a municipality and are not paid annual remuneration by any municipality, for the following authorized activities, whether in-person or via teleconference**:
 - a) Attendance at regular and/or special Board of Health meetings.

- b) Attendance at Standing Board Committee meetings.
- c) Attendance at Board/Staff Working Group meetings.
- d) Attendance at the health unit at the request of the MOH or designate to fulfill duties related to the responsibilities of the Chair. This will include signing of documents when not carried out at meetings.
- d) Attendance at meetings on external committees that the Board Chair and/or Vice-Chair or Board delegate are approved to represent the SDHU.

* A daily remuneration is one fee per day, regardless of whether the member attends more than one official function in a day.

**When participating via teleconference, mileage will not be paid.

4. Upon appointment, Board members confirm mileage travelled to and from Board meetings for mileage reimbursement. Throughout the term of their Board membership, it is the Board member's responsibility to notify the Board Secretary immediately if there are any changes to the mileage travelled to and from meetings.

Notwithstanding 3 above, the Chair shall receive the daily remuneration as above in respect of above authorized activities.

Notwithstanding 3 above, the Vice-Chair shall receive the daily remuneration as above on those occasions where he/she is required to chair the entire meeting in the absence of the Chair.

Remuneration for Attendance at Board of Health Functions

Remuneration at Board of Health functions applies only to those Board members who normally receive a daily meeting rate (above) from the Board of Health.

The categories of official Board of Health functions to which the daily remuneration rate will apply are as follows:

1. Attendance as a voting delegate to any annual or general meeting of alPHA;
 - a. Board attendance may be limited based on available resources.
2. Attendance as the official representative of the Board of Health at a local or provincial conference, briefing or orientation session, information session, or planning activity, with an expectation that a report will be tabled at the next Board meeting giving a brief overview of the topics discussed.

For example:

- a briefing session with the Minister of Health or the Public Health Branch on a public health issue;
- attendance at a local workshop, information session or Task Force on a Board-related issue such as Long Term Care Reform;

- an aPHa-sponsored committee, task force, workshop, etc., at which Board attendance is specifically requested and which is not recompensed from other sources;
 - others at the discretion of the Chair, subject to ratification by the Board.
3. This rate does not apply to any workshop, seminar, conference, public relation event, SDHU program event or celebration, which is voluntary and does not specifically require official Board representation.

Expenses

1. Are recognized for attendance at Board of Health meetings and functions for which remuneration would apply.
2. Are not recognized for Board members other than the Chair who are members of the council of a municipality and are paid expenses by the municipality.
3. Registration, travel and accommodation for conferences and workshops should be coordinated through the Board Secretary to ensure consideration is given to the most economical and practical travel options and that these can be billed to and paid directly by the Health Unit.
4. The rate of reimbursement for use of a personal automobile is the straight kilometer rate as per the current General Administrative Manual.
5. The Travel Expense Claim Form is used to reimburse the kilometers traveled for attendance at Board functions (external committee meetings, conference, conventions or workshops).
6. Reasonable and actual expenses incurred respecting accommodation, food, parking* and registration fees for conferences are reimbursed to any Board member and subject to any limitations as in the General Administrative Manual (receipts where applicable required).
7. Once submitted to the Board Secretary, Board/MOH travel expenses are to be approved as follows:
 - a. The Board of Health Chair expenses: The Board of Health Chair will sign to attest to expenses with no required approval;
 - b. Board member expenses will be approved by the Board of Health Chair or delegate.
 - c. MOH expenses will be approved by the Board of Health Chair or delegate.

Eligible expenses are reimbursed for Board members only.

8. Corporate Services will provide an itemized statement of the remuneration and expenses paid for the year to members appointed by a municipality on or before January 31 in the following year in accordance with s.284(3) of the Ontario *Municipal Act*.