

DIRECTOR COMPENSATION AND EXPENSE GUIDELINES**BRD 610****BOARD REMUNERATION****Introduction**

The purpose of this policy is to provide a clear description of the amounts payable to members of the Board of Directors of Northern Health (the “Board”) for their time while discharging their duties on behalf of Northern Health¹. The policy also addresses reimbursement of expenses.

Annual Retainers

The annual retainer portion of Board remuneration is meant to compensate Directors for their time and expertise outside of Board and Board Committee meetings, including but not limited to attendance at Northern Health related meetings and functions other than Board or Board Committee meetings, reading in preparation for Board and Board Committee meetings, and the first two hours of travel to or from Board or Board Committee meetings etc.

- Chair \$ 25,875
- Director \$ 12,940
- Audit & Finance Committee Chair \$ 5,750
- Other Committee Chairs \$ 3,450

Note: Committee Chair retainers are in addition to Directors’ retainers.

Payment for Attendance at Meetings

Directors will be compensated for attending meetings, including Board and Board Committee meetings, as well as other meetings attending to the business of the Board with local, municipal, and provincial government, Members of the Legislative Assembly (MLAs), Non-Government Organizations (NGOs), North Central Local Government Association (NCLGA), Union of British Columbia Municipalities (UBCM), Regional Districts and Regional Hospital Districts. The Board Chair may approve compensation for meetings other than those listed above, with discussion with the President and Chief Executive Officer (“the CEO”). Directors attending authorised meetings will be compensated as follows:

- For meetings in excess of 4 hours duration \$720
- For meetings of 4 hours or less duration \$360

¹ This document conforms to [Treasury Board Directive 2/24](#) effective April 1, 2023

No distinction will be made between participation in person, by videoconference or by teleconference or such other mode that permits an appointee to hear, and be heard by, all other participants.

Travel Time Compensation

Travel time to and from Board and Board Committee meetings is reimbursed at the rate of \$62.50 per hour, or part thereof, but not including the first two hours of travel in each direction.

Travel time shall be calculated from the Director's normal place of residence. In circumstances where a Director relocates, travel and expenses will continue to be paid from the new place of residence, unless there is an appreciable difference in cost. These situations will be assessed as exceptions by the Board Chair, Chief Executive Officer (CEO) and Corporate Secretary on a case by case basis, to determine if any pro-rating of travel expenses is required.

Maximum Daily Compensation

Compensation for Board and Board Committee meetings and associated travel time will not exceed \$720 in total in a 24-hour day.

Annual Compensation Limits²

• Chair	\$69,075
• Director	\$34,540
• Audit & Finance committee chair	\$40,290
• Other board committee chairs	\$37,990

Expense Reimbursement

Expenses are reimbursed to Directors for out of pocket expenses paid by Directors while conducting Board business. Expense reimbursement is not included within the annual compensation limits.

Directors are reimbursed for transportation, accommodation, meal and out-of-pocket expenses incurred in the course of their duties in accordance with Treasury Board directives. Expense claims, must be supported by receipts. Where a meal is provided without charge to the Director, no claim for that meal can be made. Directors should consider the following guideline for reasonable meal expenses:

² The sum of retainer plus meeting fees and travel time

Full Day Cap	\$63.75
Breakfast	25.50
Lunch	25.50
Dinner	35.25
B&L	37.00
L&D	46.75
B&D	46.75
Incidental	15.00

Transportation and accommodation arrangements should be based on overall economy and efficiency, balancing the travel costs with the director's time commitments and travel safety. All air travel is to be booked utilizing economy class fares and, wherever possible, arrangements should be made to obtain early booking discounts. Travel and accommodation booking may be completed using a contracted regional travel booking service to which NH subscribes.

Mileage for transportation using a private vehicle is paid at \$0.63 per kilometre. Directors have the discretion to choose the method of transportation that is most appropriate, while considering cost, efficiency and availability.

Preferred government rates should be used for accommodation and car rentals whenever possible.

Subject to prior approval by the Board Chair, a director attending a conference or professional development activity will be reimbursed for the registration fee and expenses on the same basis as other travel on Northern Health business.

Payment

Payment of Board and Board Committee meeting fees, and travel time, will be processed by the Corporate Secretary based on attendance confirmed in Board and Committee meeting minutes.

Reimbursement of expenses will be made to Directors upon submission of approved Board Member Expense Claim Forms. All claim forms are to be submitted to the Corporate Secretary for processing³.

³ Claims must be submitted on a timely basis after expenses are incurred. Directors are further requested to take note of the March 31st fiscal year-end. Claims will be processed for payment within 7 days of receipt.

The annual retainer is pro-rated and paid on a monthly basis. All payments to Directors are made through the Northern Health payroll system by direct deposit.

The annual retainer, meeting fees, and compensation for travel time are subject to statutory deductions and are taxable as employment income. Expense reimbursement is not subject to statutory deductions.

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