

Remuneration – Board of Health Members – B-F-004

Board of Health Policy

1.0 Policy Statement

The Board of Health for the North Bay Parry Sound District Health Unit (Health Unit) ensures that a process is in place to fairly remunerate Board of Health members for meetings and reimburse them for their travel expenses as the *Health Protection and Promotion Act* (HPPA) and the *Municipal Act* permits.

2.0 Purpose

This policy describes the process for paying remuneration and claiming expenses for Board of Health members.

3.0 Scope / Responsibility

This policy applies to all members of the Board of Health (municipal, citizen, and provincial appointees) for the Health Unit.

The Board of Health through the Medical Officer of Health/Executive Officer ensures that this policy is implemented.

4.0 Procedure

4.1 Definition

Remuneration: Payment received for services rendered.

4.2 Remuneration

“A board of health shall pay remuneration to each member of the board of health on a daily basis and all members shall be paid at the same rate. R.S.O. 1990, c. H.7., s. 49 (4).”

Rate of Remuneration

“The rate of the remuneration paid by a board of health to a member of the board of health shall not exceed the highest rate of remuneration of a member of a standing committee of a municipality within the health unit served by the board of health, but where no remuneration is paid to members of such standing committees the rate shall not exceed the rate fixed by the Minister and the Minister has power to fix the rate. R.S.O. 1990, c. H.7, s. 49 (6).”

- a) Remuneration is paid at the following rates for meetings/activities:
 - \$70.00 per meeting or activity of 4 hours or less (not including travel time)
 - \$140.00 per meeting or activity of more than 4 hours (not including travel time)
- b) Any member eligible to receive payment may opt out of receiving payment for their time by submitting their request in writing to the Chairperson of the Board of Health.
- c) In order to receive payment for attendance at Board of Health meetings, the Board member must sign the Health Unit Board of Health Expense Claim Form ([BF-F-004-](#)

02), circulated at each meeting of the Board of Health/Committee. If attendance is by conference telephone, electronic, or other communication facilities, the Board of Health recording secretary will sign for the member. The Board of Health recording secretary and the Board of Health Chairperson or Vice-Chairperson will sign the form at the end of the meeting to ensure it is complete.

- d) For Board of Health members to receive payment for other meetings and activities (e.g., Association of Local Public Health Agencies events, community meetings, collective agreement negotiations, community/partner consultations), the Board of Health must authorize Board of Health member attendance by resolution.
- e) Between regular Board of Health/Committee meetings, the Chairperson and Vice-Chairperson together may authorize a person to attend a meeting or activity on behalf of the Board of Health. This decision is ratified at the next Board of Health meeting.

4.3 Expenses

“A board of health shall pay the reasonable and actual expenses of each member of the board of health. R.S.O. 1990, c. H.7, s. 49 (5).”

Payment for Mileage

Payment for mileage is calculated using the current Health Unit variable per kilometre mileage rate in accordance with the Health Unit internal negotiated rate. The maximum kilometres allowed per meeting is the distance from the Board of Health member’s home to the location of the meeting.

To claim the mileage allowance, the Board of Health member must indicate the number of kilometres travelled on the Health Unit Board of Health Expense Claim Form ([BF-F-004-02](#)) and follow the process described in Section 4.5 below.

4.4 Method of Payment for Remuneration and Mileage

Remuneration is processed in the payroll system. Board of Health members must fill out all the required forms during the orientation process in order to be added to the payroll system. Payment is by direct deposit to the Board of Health member’s bank account. There is no option to be paid otherwise.

4.5 Reimbursement for Other Expenses

Board of Health members are entitled to be reimbursed for other expenses incurred during the course of Board of Health business.

Authorized Meeting/Activity Expenses:

(Rates as per [WI-HU-127](#) - Travel & Related Expenses Reimbursement)

- Registration
- Accommodation
- Transportation (car, air, train, bus)
- Meals
- Taxis
- Parking

Telecommunication Expenses:

Telecommunication costs to facilitate the Board of Health member's participation in meetings (e.g., long distance charges, speaker phone).

In order to be reimbursed for other expenses, the Board of Health member must forward the following items to the Board of Health recording secretary:

- a) Original receipt(s) except meals
- b) Explanation for the expense(s)

The Board of Health recording secretary does the following:

- a) Forwards a scanned copy of the receipt(s) and explanation to the Chairperson of the Board of Health for approval.
- b) Processes the claim for payment by Electronic Funds Transfer in the NAV payment system.
- c) Submits the claim to the Board of Health for ratification at the next Board of Health meeting.

4.6 Exceptions

- a) As per the HPPA, a "Member of municipal council (11) Subsections (4) and (5) do not authorize payment of remuneration or expenses to a member of a board of health, other than the chair, who is a member of the council of a municipality and is paid annual remuneration or expenses, as the case requires, by the municipality. R.S.O. 1990, c. H.7, s. 49 (11)."
- b) Remuneration is paid to all Board of Health members except those who are prohibited from receiving payment by the municipal council who appointed them.

5.0 Records Retention

All records relating to this Policy are retained in accordance with the Records Retention and Management work instruction ([WI-HU-108](#)).

6.0 References

Internal References

- a) North Bay Parry Sound District Health Unit, [Board of Health Bylaws](#).
- b) [Quality Assurance Manual](#) (1999).
- c) Records Retention and Management – [WI-HU-108](#)
- d) Board of Health Expense Claim Form - [BF-F-004-02](#)
- e) Request for Expense Reimbursement Form
- f) Travel & Related Expenses Reimbursement - [WI-HU-127](#)

External References

- a) *Health Protection and Promotion Act*, R.S.O., 1990, c H.7. [Ontario E-Laws Website](#)
- b) *Municipal Act*, 2001, S.O. 2001, c. 25. [Ontario E-Laws Website](#)

7.0 Summary of Revisions

2019-08-06 – Scheduled update with minor revisions to sections 1.0, 3.0, 4.2, 4.3, and 4.5.

8.0 Board Policy Development Details

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