

## Board Director and Committee Member Compensation and Expenses Policy

<b>Date Approved by Board:</b>	2016.08.18 2018.04.25 2019.02.21	<b>Resolution No.:</b>	16 102 18 041 19 030
<b>Lead Role:</b>	GM	<b>Replaces:</b>	BRD-012
<b>Last Review Date:</b>	N/A	<b>Next Review Date:</b>	2021.04.25

### **Policy Statement**

Board Directors of Beaver Municipal Solutions/Beaver Regional Waste Management Services Commission, as well as Committee members and adjunct members, are paid compensation for time incurred in the execution of their appointed roles and responsibilities.

Recognizing that the time expended on Commission business by Directors and Committee members is necessary for the proper governance and oversight of the Commission's operations, and that it is valued by Commission stakeholders, paid compensation will be fair and competitive, in comparison to other similar public entities.

Board Directors of Beaver Municipal Solutions/Beaver Regional Waste Management Services Commission, as well as Committee members of the Board, can also claim expenses incurred in the execution of their appointed roles and responsibilities.

To ensure accountability and transparency, the Board has adopted this Policy, and the following Guidelines.

Director and Committee member expenses are reportable under the Freedom of Information and Protection of Privacy Act, RSA 2000, Ch.F-25.

### **Guidelines**

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#### Compensation

1. Board Directors and Committee members, including adjunct members of the Public Advisory Committee (PAC), are paid compensation for time incurred in the execution of their appointed roles and responsibilities.
2. Compensation rates may be based on regular external reviews of compensation paid to other similar roles for other similar public entities. These external reviews, if conducted, should occur every three years by a qualified, professional human resources compensation consultant.
3. Compensation rates are approved annually by the Board during the annual business plan approval process, and can be based on the external review. This Policy will be amended accordingly.

4. Current compensation rates (2018) are:

a. Chairperson – per diem	\$200
b. Chairperson – per diem, administrative duties	\$135
c. Board Director – per diem	\$200
d. Chairperson and Director – half day per diem	\$135
e. Board Directors teleconference (not a meeting, approved)	\$135
f. Committee member, and adjunct member (PAC) – per diem	\$135
e. Annual Chairperson Honorarium, October	\$5,000
f. Annual Vice-Chairperson Honorarium, October	\$3,500
g. Annual Director Honorarium, October	\$3,000

Per diem payments are for time incurred for the following, but not limited to:

- i. Meetings (including a teleconference approved by the Chair if considered a regular or emergency Board or Committee meeting)
  - ii. Training courses and conferences, including travel time
  - iii. Special events
5. Named alternate Directors who are invited to attend a Board meeting would be paid the half day per diem. These alternates will be invited at least once per year by the Chair, typically to the Organizational Meeting. If alternate Directors attend meetings in place of a regular Director, they are then full Directors for that meeting.
  6. Honoraria are paid to Directors in recognition of time spent preparing for meetings, discussions with stakeholders, staff and residents as well as other duties related to their work as Directors. Higher honoraria are paid to the Chairperson and Vice-Chairperson in recognition of the greater time commitments for preparation and communications that their roles require.
  7. All Director and Committee member per diem claims will be filed using the Per Diem and Expense Claim form appended to this Policy.
  8. All Director and Committee member Per Diem and Expense Claim forms will be reviewed by the Finance department, through the Chief Financial Officer, and must be approved by both the Board Chairperson and the General Manager.
  9. In the event of a dispute regarding a Director or Committee member compensation claim, the claim will be reviewed for approval, modification or rejection by the Board. The Board's decision is final.
  10. Approved compensation claims are available for review by the Board, at its discretion. Copies of approved compensation claims will be available from the Finance department, through the Chief Financial Officer.

Expenses

11. Board Directors and Committee members, including adjunct members of the Public Advisory Committee, can claim reasonable expenses incurred in the execution of their appointed roles and responsibilities.

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12. Administrative guidelines for this Policy are per Policy FIN-001 Business Expenses.
13. Directors and Committee members must file expense claims using the appended Per Diem and Expense Claim form.
14. All Director and Committee member expense claim forms will be reviewed by the Finance department, through the Chief Financial Officer, and must be approved by both the Board Chairperson and the General Manager.
15. In the event of a dispute regarding a Director or Committee member expense claim, the expense claim will be reviewed for approval, modification or rejection by the Board. The Board's decision is final.
16. Approved expense claims are available for review by the Board, at its discretion. Copies of approved expense claims will be available from the Finance department, through the Chief Financial Officer.

Reporting

17. There will be an annual publication of Director's compensation. This publication will include the names of Directors and Alternates active in the fiscal year, their appointment to Committees, the number of Board and Committee meetings attended in the fiscal year, education programs they attended in the fiscal year, total meeting pay per year, total honorarium for the year, total education training costs, total travel costs, total meal and accommodation costs as well as any other expenses.
18. The annual publication will be a note to the annual financial audited statements where posted to the website in March following the end of the fiscal year reported.
19. Annual expenses of Board Directors and Alternates, not otherwise reported per Section 17, will be presented for the reported fiscal year, in a separate document posted to the website in March, following the end of the fiscal year reported.

**Roles and Responsibilities, Procedures, Forms and Related Policies**

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1. The implementation of this Policy will be through the Board Chairperson.

**Related policies:**

FIN-001 Business Expenses

**Appendices:**

Per Diem and Expense Claim Form