

Board Director and Committee Member Compensation (Director and Committee Member Compensation) Policy:

Date Approved by Board: 2016.08.18	Resolution No.: 16 103
Lead Role: GM	Replaces: N/A
Last Review Date: N/A	Next Review Date: 2019.08.18

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.

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

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

Guidelines

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 (2016) are:

a. Chairman – per diem	\$200
b. Chairman – per diem, administrative duties	\$135
c. Board Director – per diem	\$200

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- d. 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
 - ii. Training courses and conferences, including travel time
 - iii. Special events
5. 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.
 6. All Director and Committee member per diem claims will be filed using the Per Diem and Expense Claim form appended to this Policy.
 7. 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.
 8. 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.
 9. 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.

Roles and Responsibilities, Procedures, Forms and Related Policies

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

Related policies:

BRD-005 Strategic and Business Planning

Appendices:

Per Diem and Expense Claim Form