

<b>Policy</b>	<b>Remuneration of Board Members</b>
Section	Board of Health
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Policy Lead	Board of Health
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Reviewed/Revised	
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Associated HKNP Procedures and Forms	Procedure – Remuneration of Board Members

## **POLICY**

### **PURPOSE**

The purpose of this policy is to provide guidance for the compensation of Haliburton Kawartha Northumberland Peterborough (HKNP) Board of Health members.

### **DEFINITIONS**

"Board" means the Board of Health for Haliburton Kawartha Northumberland Peterborough Health Unit;

"Council" means the Municipal and First Nations Councils within the health unit catchment area;

"Committee" means an assembly of two or more members appointed by the Board of Health;

"Meeting" means an official gathering of members of the Board or its committees in one place to transact business; and

"Member" means a member of the Board who is appointed by a Council (inclusive of First Nation Councils where Section 50 agreements are in place) or the Lieutenant Governor-in-Council or a person who is appointed to a Committee by the Board.

### **POLICY STATEMENT**

This policy establishes the framework for the remuneration and reimbursement of Board members to ensure fairness, transparency, and accountability. It recognizes the time, effort, and financial costs incurred by members in fulfilling their responsibilities and

provides clear guidelines for compensation, honourariums, and reimbursement of reasonable expenses.

## **POLICY DETAILS**

1. At its first regular meeting, the Board shall confirm which members shall be remunerated for attending meetings and shall determine the amount of the remuneration.
2. The Board shall reimburse each member for all reasonable expenses incurred as a result of acting in their capacity as a member in accordance with the policies of the Board. This includes mileage which will be calculated based on HKNP staff rates for members eligible to receive this reimbursement as determined by their appointing municipal councils.
3. An honorarium will be paid to each member of the Board of Health who is eligible for compensation in accordance with the *Health Promotion and Protection Act* (HPPA) (refer to Appendix A for applicable sections). Eligible members are Provincial Appointees, First Nations Representatives, Chair of the Board of Health, and those Municipal Appointees who do not receive annual remuneration from their appointing municipal councils.
4. As noted within the HPPA, the rate set must align with municipal remuneration rates, specifically, it “shall not exceed the highest rate of remuneration of a member of a standing committee of a municipality within the health unit”.
5. The honorarium will be paid to each eligible Board member who attends:
  - a. a regular meeting of the Board;
  - b. a committee meeting;
  - c. a conference or convention; or
  - d. a business meeting on behalf of the Board.
6. Board members wishing to attend a Committee meeting as an observer can do so however they will not be remunerated for their time or mileage. A Board member wishing to attend a Committee meeting for the purposes of orientation will receive a standard honourarium (as outlined in item 5) to a maximum of one meeting per Committee.
7. A Board member who attends one meeting (or consecutive meetings) that extend over four hours, will receive two times the regular honorarium.

8. A Board member will be paid one half of the regular honorarium when required to attend to Board business not covered under item 5.
9. The Board Chair will be paid one half of the regular honourarium for Board business not covered under item 5, such as scheduled briefing meetings between the Board Chair and Medical Officer of Health. The Vice Chair is welcome to participate, however, they would not be entitled to an honourarium, unless their attendance is requested.
10. Board members will not be compensated for attendance at community events unless representing the Chair of the Board of Health.
11. The quarterly financial report presented to the Board of Health will provide details of all expenses related to the activities of the Board of Health.

## **PROCEDURE – REMUNERATION OF BOARD MEMBERS**

### **PROCEDURE DETAIL**

1. The Executive Assistant (EA) to the BOH will keep a record of all meetings attended by Board of Health members.
2. On a quarterly basis, the EA will issue a statement to each member for verification by the member.
3. Once verified, the EA will forward the statement to Accounting for processing and payment.
4. Reimbursement for expenses related to attendance at conventions, conferences, seminars, etc. will be prepared by the EA for the applicable member, in accordance with organizational policy.
5. At the end of each calendar year, the EA will verify rates of obligated municipalities to inform the rate for the subsequent year.

## **ADDITIONAL INFORMATION**

### **APPENDICES**

Appendix A: HPPA Excerpts – Board Member Remuneration

### **VERSION HISTORY**

<b>DATE</b>	<b>LEAD</b>	<b>DESCRIPTION</b>
2025-JAN-16	A. Gorizzan	Original

**APPENDIX A:  
HEALTH PROTECTION AND PROMOTION ACT  
Excerpts related to Board Member Remuneration**

**Remuneration**

(4) 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).

**Expenses**

(5) 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).

**Rate of remuneration**

(6) 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).

**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).