

**Finance, Audit, Property and Risk Management Committee  
Report to the Board of Health**

**SUMMARY AND RECOMMENDATION**

The Board of Health sets the meeting stipend for provincial appointees and the Board Chair. The stipend cannot be higher than any of the stipends paid by the obligated municipalities. Every year each obligated municipality is contacted to confirm their stipend rate and a table is presented to the Board for their review and recommendation. The meeting stipend rate has not increased for 2 years.

**RECOMMENDATION**

The Finance, Audit, Property and Risk Management Committee recommends that:

- The Board of Health approve an increase in the meeting stipend of 3% to \$90.71 for provincial appointees and the Board Chair effective January 1, 2020.

**RATE OF REMUNERATION**

Bylaw #1 states: 6.4 Remuneration - Each member shall be paid remuneration for attendance at Board meetings or for meetings held to do Board business according to the Act 49 (4), (10) and (11). The Health Protection and Promotion Act states:

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).

Board of Health Policy V-05-Attendances at meetings states that (1.1.6):

Effective January 16, 2014 the meeting stipend rate will be paid to eligible Board members (the Chair and provincial appointees), as per the schedule for attendances at: a regular or special meeting of the Board; a committee meeting; and a business meeting on behalf of the Board.

A 2019 review of the stipend rates for obligated municipalities is outlined below. Currently the Board stipend is \$88.07 as per policy V-05 Attendances for Meetings and Conferences. (Appended)

Table 1 –Stipend Rates for Officials attending Municipal Meetings as of October 18, 2019

MUNICIPALITY	RATE
United Counties of Leeds and Grenville	Counties Council receives an annual honorarium, however for additional meetings outside of what the honorarium covers, they are paid \$110.11 for half a day, and \$220.26 for a full day.
City of Brockville	Currently the Mayor and Councillor’s receive monthly honorariums.
Town of Smiths Falls	Per diem (for elected officials or committee members only) \$135.00 per day for a maximum of three consecutive days for conferences/seminars/workshops or \$67.50 for half a day.
Town of Gananoque	Current public member receives a stipend of \$88.07 per meeting, the current Board stipend amount.
Town of Prescott	There is no individual meeting stipend rate.
Lanark County	\$75.00 for the first 4 hours and \$150 for full day

The Board of Health 2019 budget has \$8,000.00 for Board stipends at a rate of \$88.07/meeting. As of September 30, 2019 \$6,108 has been paid to provincial appointees and the Board Chair for attendance at Board and Committee meetings and attendance at alPHa conferences. The full amount is projected to be spent by December 2019.

Submitted by:

Paula Stewart, MOH/CEO

November 21, 2019

LEEDS, GRENVILLE AND LANARK DISTRICT HEALTH UNIT	
<b>BOARD OF HEALTH MANUAL</b>	
Title/Subject: Attendances for Meetings and Conferences	Original Date: November 29, 1989
Policy Number: V-05-0	Revision Date: November 21, 2019
Approved by: Board of Health	Reviewed Date: November 21, 2019
Signature: Original Signed	
Reference: HUAM V-315, 375	

Policy:

Attendances:

1.1. Board Meetings:

- 1.1.1. Board meeting dates are determined annually, following the election of officers. The Board meetings are scheduled from January through December, however meetings in July and August are at the call of the Board Chair.
- 1.1.2. Board members are expected to advise the Executive Assistant of the Board prior to the holding of a meeting of their non-attendance, and of their wishes with respect to any agenda items.
- 1.1.3. Board members are expected to attend meetings regularly and participate. Responsibilities of members are:
  - 1.1.3.1. To listen attentively and show respect to others,
  - 1.1.3.2. To come prepared and read materials before the meeting,
  - 1.1.3.3. To bring their perspective to the discussion,
  - 1.1.3.4. To support the decisions of the group outside the committee.
- 1.1.4. Where a member having received due notice of such meetings has neglected, without consent of the Board Chair, to attend three consecutive meetings of the Board, the Board Chair shall write to the Municipality/Province who appointed such member and request that the Municipality/Province terminate the appointment of such member and appoint a new member in his/her place and stead.
- 1.1.5. Attendance records shall be forwarded to the respective municipalities at the end of the calendar year.
- 1.1.6. Effective January 16, 2014 the meeting stipend rate will be paid to eligible Board members (the Chair and provincial appointees), as per schedule for attendances at:
  - 1.1.6.1 a regular or special meeting of the Board
  - 1.1.6.2 a committee meeting
  - 1.1.6.3 a business meeting on behalf of the Board

- 1.1.7. The Board Chair (or provincial appointee delegate) will be paid one half of the meeting stipend rate when he/she is required to attend an official function not covered in paragraph one, that has been approved by the Board or Medical Officer of Health.
- 1.1.8. Eligible Board members will be paid a Board stipend for additional work on a specific project approved by the Board or a Board Committee outside of the meeting time, upon recommendation of the Board Chair, Vice Chair and/or Committee Chair. (payment will be one stipend amount per 3 hours of work)
- 1.1.9. All Board members, except the Board Chair, who are elected officials of municipal councils will not be entitled to receive a meeting stipend rate for attendances.
- 1.1.10. The meeting stipend rate will be adjusted annually, effective January 1<sup>st</sup> and will be reviewed annually by the Board of Health. The rate of 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.
- 1.1.11. Other Meetings:
- 1.1.12. When the Chair or provincial appointees are required to attend a meeting other than the Regular Board of Health Meeting by teleconference or videoconference, remuneration will be paid according to the time spent on the call.

#### 1.2. Conferences/Conventions/Workshops, ALPHA Directors Meetings:

- 1.2.1. Board members are encouraged to attend appropriate conferences and conventions and will prepare a report to the Board giving a brief overview of the topics discussed at the conference.
  - 1.2.1.1. Board members may attend a conference/workshop with Board approval. The meeting stipend rate for provincial appointees is per the schedule.
  - 1.2.1.2. Municipal members on the Board of Health will be reimbursed for mileage and conference expenses related to Board work if they are not reimbursed by their municipality.
- 1.2.2. Registration will be prepaid by the Health Unit.
- 1.2.3. The most efficient method of travel arrangements will be pre-paid by the Health Unit. If a personal vehicle is used the Health Unit will reimburse mileage at 52 cents per kilometre up to 400 kilometres return. A rental car should be used for distances greater than 400 kilometres return.
- 1.2.4. Meals will be reimbursed with receipts to a maximum of \$50 per day.
- 1.2.5. Board members are encouraged to minimize expenses where possible.

#### 1.3 .Ministry Meetings:

- 1.3.1. The Board Chair or designate will represent the Board at any meetings requested by provincial or municipal government officials.

#### 1.4 Mileage:

- 1.4.1. Travel allowance for all Board members will be paid at the same rate that Health Unit non-union employees are reimbursed for business kilometres driven on a personal vehicle.
- 1.4.2. Parking expenses for all Board members may be reimbursed.

#### 1.5. Financial Matters:

- 1.5.1. The meeting stipend rate will not apply for any financial matters, which require the signature of a signing officer.

## Schedule

### Stipend and Remuneration Rates

#### 1. Meeting Stipend Rate for Board Chair and provincial appointees:

The meeting stipend rate will be \$75.27 effective January 1, 1991

- \$77.52 effective January 1, 2002
- \$79.85 effective January 1, 2003
- \$82.25 effective January 1, 2004
- \$84.72 effective January 1, 2005
- \$87.26 effective January 1, 2006
- \$89.88 effective January 1, 2007
- \$83.61 effective January 1, 2016
- \$85.07 effective January 1, 2017\*
- \$88.07 effective January 1, 2018
- \$88.07 effective January 1, 2019
- \$90.71 effective January 1, 2020

\* Note: Municipal appointees are remunerated by their municipalities.

#### 2. Conference/Workshop:

- a) The meeting stipend rate will be twice the meeting rate.
- b) The kilometre reimbursement will be 52 cents per kilometre, effective April 1, 2013.

#### 3. Teleconference or Videoconference (other than Regular Board of Health meeting):

Time:

30 – 60 minutes - \$30

60-120 minutes - \$60

120 minutes or greater - \$90.71

#### Procedure:

1. The Business Manager will forward to the Municipalities, at the calendar year end, an attendance list of members regarding Board or Board subcommittee meetings.
2. After a meeting Board members must complete the Attendance Record and Kilometre Form (ADM-\*/\*-BRD-005) for reimbursement.
3. The Committee Attendance Record Sheet is to be given to the Executive Assistant of the Board at the end of the meeting.
4. After a conference, seminar etc. Board members will complete the Statement of Expense Form for reimbursement of expenses.
5. The Business Manager will arrange payment at the end of each month.