TCSA **Policies & Procedures**

Section: Board Governance & Operations Reference: 2.19

Policy Title: **Board Member Compensation & Expenses**

Policy Statement:
The TCSA desires to have efficient and economical meetings where Board members and other community representatives traveling at Agency expense will understand prior to traveling their compensation and reimbursement for expenses.

Purpose:
The purpose of this policy is to clarify board member and other community representative compensation and expenses while traveling at the expense of the Agency.

Procedures:
1. The Agency will bring members and other representatives to meetings and return them home using the most economical method possible. Where a member or other delegate makes their own arrangements, they will be reimbursed at the cheapest rate available to the Agency;

2. The Agency will reimburse the use of taxis by board members and other delegates when they are pre-authorized by the travel coordinator;

3. The Agency will pay members staying in hotel accommodation an allowance for travel and meals at the current rate, set quarterly by the Treasury Board of Canada and reflected in the rates paid by the GNWT to employees at www.hr.gov.nt.ca/library/DutyTravel.htm

4. The Agency will pay individuals who host Board members attending meetings at a rate of $50.00 per day for meals and accommodations;

5. The Agency pays honouraria to board members at the rate established by the GNWT for its boards and agencies, and publishes in the Financial Administration Manual (FAM 1818) available at http://www.gov.nt.ca/utility/employees/index.html

Honouraria for other delegates will be paid at $250 per day prorated by 50% if less than four hours;

6. The Agency will pay honouraria for up to one reading day for board members attending a regular meeting of the board;

7. The Agency will pay honouraria rates for travel days and during unavoidable delays due to poor weather when returning home after a meeting.

8. Members will not be paid honouraria, travel or per diem expenses for part or all of any meeting they may not have attended.

Authorities:
TCSA Act 13; Education Act, 117; Hospital Insurance & Health and Social Services Administration Act, 10(10), 13(1); GNWT Financial Administration Manual 1818.

Approval Dates: 2008/June 19/

Chairperson _____ CEO _____