

TITLE: Board Service Reimbursement Policy	SECTION: Board
DATE: Feb 2017	POLICY NO.:
APPROVED BY: March 2021	REVISED: March 2021

1. GENERAL STATEMENT OF POLICY AND PROCEDURE

The District of Nipissing Social Services Administration Board (DNSSAB) and Nipissing District Housing Corporation (NDHC) are committed to ensuring publically funded expenditures are fair, open, accountable, efficient, and transparent.

The purpose of this policy is to provide clarification to the manner the DNSSAB and NDHC Boards will provide reimbursements to Board Members for costs incurred as a result of their service.

The revisions to this policy are guided by the “Broader Public Sector Procurement Directive” issued by the Management Board of Cabinet July 2011, and by the Travel, Meal and Hospitality Expenses Directive of the Management Board of Cabinet dated January 1, 2017.

2. SCOPE

This policy applies to all board members of DNSSAB and NDHC in connection with Board business.

3. OBJECTIVE

This policy shall provide members with equitable compensation for time spent on, and reimbursement of costs incurred in doing Board related business.

Expenses must:

- Be Board related,
- Be modest and appropriate, and
- Strike a balance among economy, health & safety, and efficiency in operations.

4.0 PROCEDURE/ADMINISTRATION

4.1 Honoraria

Honorarium rates are paid on a monthly basis and in accordance with attendance at each meeting. Members will receive payments based on attendance at all Board, Committee and Ad Hoc meetings, whether in person or by teleconference. Members will not be compensated for non-attendance at scheduled meetings, unless otherwise decided by the Chair and/or CAO (Resolution No. 2017-83). A maximum of one Board Meeting per organization (DNSSAB & NDHC) per month will be paid; any other scheduled meetings of the Board shall be paid at the Ad Hoc Meeting rate. Members are required to report absences to the Executive Coordinator forty-eight (48) hours prior to a Regular Board Meeting for quorum purposes.

Board members attending meetings as guests will only be eligible for the honorarium when specifically invited by the Chair.

Meeting rates will be adjusted in February of each year by the Consumer Price Index (Ontario) for the prior year based on Statistics Canada¹.

4.2 Travelling Expenses

Please refer to the Travel, Meal and Hospitality Policy FIN/ADM 03.

4.3 Information Technology

4.3.1 Cell Phones

The Chair and Vice-Chair of the DNSSAB Board will be offered a stipend of \$50 per month for the duration of their term to cover the cost of the cell phone fees. The stipend will be reimbursed on the monthly honorarium.

If the Chair and Vice Chair subscribe to a cellular service prior to assuming their office on the Board, they may request reimbursement of any additional cell phone charges incurred as a result of doing Board business. Request for additional reimbursements is to be paid through the travel expense claim process.

¹ Original rates and annual increases based on the Consumer Pricing Index (CPI) approved in Resolution 2011-067

4.3.2 Internet

Access to the internet is required intermittently. Any Board Member who does not subscribe to an internet provider prior to assuming their role on the Board will be offered a stipend of \$60 per month for the duration of their term on the Board to cover the cost of internet access fees. The stipend is not intended to cover the full cost of internet access, but a portion that would fairly represent the estimated cost associated with DNSSAB Board business. The stipend will be reimbursed on the monthly honorarium.

If a Board member subscribes to an internet provider prior to assuming their role on the Board, they may request reimbursement of any additional internet access charges incurred as a result of doing Board business. Request for additional reimbursements is to be paid through the travel expense claim process.

4.3.3 Electronic Devices (Tablets/ Laptops/Cell Phones)

All board correspondence, including committee and board packages shall be electronic. Board members will be permitted to choose from the following options relating to Electronic Devices:

- The Board Member shall be provided with a stipend of \$700 towards the purchase of an Electronic Device that can be used for DNSSAB Board business. This stipend is available once during the 4 year term of the Board (Resolution Number 2017-23);
- The Board Member can choose from a variety of Electronic Device options as determined by DNSSAB staff;
- If a Board Member receives an Electronic Device from their municipal council, DNSSAB will, at the request of the Board Member, reimburse that Council up to the stipend of \$700.