



TITLE

**BOARD MEMBER REMUNERATION, EXPENSE REIMBURSEMENT, AND ONGOING EDUCATION**

SCOPE

Alberta Health Services Board

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Alberta Health Services Board

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Not applicable

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**NOTE:** The first appearance of terms in bold in the body of this document (except titles) are defined terms – please refer to the Definitions section.

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## OBJECTIVES

- To outline the remuneration and expense payments Members of the Alberta Health Services Board (the Board) are entitled to receive in accordance with established authority, criteria, and processes.

## APPLICABILITY

This procedure applies to Members of the Alberta Health Services Board.

## ELEMENTS

### 1. Established Remuneration

- 1.1 Pursuant to the *Regional Health Authorities (Ministerial) Regulation*, Board members, including the Board Chair, shall receive remuneration and expense reimbursement at the rates established by the Minister of Health (Minister) and such rates are subject to change at the discretion of the Minister. Such rates shall be posted to the Alberta Health Services public website.

### 2. Expense Reimbursement Rates

- 2.1 All Board members, including the Board Chair, may receive remuneration for travel and other expenses incurred in their role as a Board member in accordance with the *Public Service Relocation and Employment Expenses Regulation* (Alberta) and the Government of Alberta's *Travel, Meal, and Hospitality Expense Policy*.

### 3. Ongoing Education

- 3.1 Board members may identify learning and professional development opportunities in Alberta and, upon approval by the Board Chair, may claim the course fees and reasonable expenses for hotels, meals, taxis, and travel (including private vehicle mileage) in accordance with the *Public Service Relocation and Employment Expenses Regulation (Alberta)* and the Government of Alberta's *Travel, Meal, and Hospitality Expense Policy*. The Board Chair may also identify learning and professional development opportunities in Alberta for Board members or for their own interest. The Board Chair does not require pre-approval for attending a learning or professional development opportunity.
- 3.2 In exceptional circumstances, the Board Chair may approve a Board member's attendance at a learning or professional opportunity outside of Alberta that is with respect to health care governance. In that case, the Board member may claim fees and expenses in accordance with section 3.1.
- 3.3 Additionally, the Board members, including the Board Chair, shall be provided with internal ongoing education opportunities, including facility tours, and related educational sessions, annually.

### 4. Claims and Payments

- 4.1 All remuneration and expenses are paid at least monthly through appropriate business systems approved by the Chief Financial Officer.
- 4.2 Expense claims are completed and submitted to the President & CEO Office for verification and approval as set out below.
- a) The Chief Financial Officer reviews and approves all Board member's expense claims (including the Board Chair).
  - b) The Board Chair approves each Board member's expense claims (except his/her own).
  - c) The Minister of Health approves the Board Chair's expense claims.
- 4.3 Expense claims must indicate the date and name of the event/meeting for which reimbursement is claimed. Receipts must be submitted with the expense claim, except where reimbursement is permitted without a receipt (e.g. remuneration or per diem payments in accordance with the *Public Service Relocation and Employment Expenses Regulation (Alberta)*).
- 4.4 Remuneration and expenses paid to Board members, including the Board Chair, shall only be paid to the member appointed and not to a company.

### DEFINITIONS

None

**REFERENCES**

- Non-Alberta Health Services Documents:
  - *Public Service Relocation and Employment Expenses Regulation* (Alberta)
  - *Regional Health Authorities (Ministerial) Regulation* (Alberta) AR17/95
  - *Travel, Meal, and Hospitality Expense Policy* (Government of Alberta)

**VERSION HISTORY**

<b>Date</b>	<b>Action Taken</b>
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March 26, 2018	Revised (posted March 28, 2018)