

II. Governance

Section 9 – Commission Remuneration/Reimbursement

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9.1 Purpose

The purpose of this policy is to outline the manner in which Commission members are remunerated or reimbursed for attendance at Commission meetings and Commission-related education and events.

9.2 Commission Remuneration/Reimbursement

Remuneration and per diem amounts to be paid to Commission members have been established as follows:

1. The per diem amounts paid to the Vice-Chair and Commission Members during the performance of their duties will be:
 - \$250.00 per day for attendance at Commission meetings, which takes into consideration a member’s obligation to be away from the workplace for an entire day regardless of the length of the meeting;
 - \$250.00 for preparation prior to attending a Commission meeting or set of meetings;
 - \$250.00 per day for attending conferences/education events as a representative of the Commission;

- \$250.00 for preparation for a conference if there is significant pre-reading required for the course;
- \$125.00 may be claimed if the member is required to write an exam on a date other than on the dates claimed for the course itself; and
- \$250.00 per day for attending other meetings authorized by the Commission.

Note: Remuneration allowed for Private Equity Investment Committee meeting attendance is specified in section 6.8 of the Governance manual.

2. Remuneration for the Vice-Chair of the Commission is the same as for the Chair when acting in the Chair's absence on a full day basis as outlined in section 9.3.
3. When a Commission member uses a private vehicle to travel outside their city of residence to attend Commission business, travel time will be reimbursed at a rate equal to 30.0 cents per kilometer.
4. For attending events out-of-province as a representative of the Commission, members are to receive \$250.00 for each travel day. The \$250.00 for travel is not payable if the travel and attendance of the event occur on the same day.

For out-of-province travel, the 30.0 cents per kilometer travel time and the \$250.00 travel fee cannot be claimed for the same day.

5. Commission members annually receive a \$5,000 education allowance for attending an education event, which is in addition to travel and other expenses for attending the event.

A Commission member will be permitted to register for the Rotman School of Management, Pension Governance Education Program and exceed the annual education allowance in the year the training is taken. This will be the only education event a Commission member will be able to register for in that year unless additional training events are free or complementary.

6. Hotel and travel expenses will be reimbursed as incurred.
7. Mileage for members' personal vehicles at the rate established for the Saskatchewan Public Service Commission.
8. Meals will be reimbursed as follows:
 - Meals – In Province – Per Diem Maximum \$50.00
 - Breakfast \$10.00 / Lunch \$15.00 / Supper \$25.00
 - Meals – Out of Province – Per Diem Maximum \$60.00
 - Breakfast \$13.00 / Lunch \$17.00 / Supper \$30.00

- Meals – United States (in US Dollars) – Per Diem Maximum \$72.65
 - Breakfast \$15.35 / Lunch \$17.00 / Supper \$40.30
- Out of Country travel expenses, including the meal allowance except as noted above, will be reimbursed at the rate established for the Saskatchewan Public Service Commission.

9. Incidental costs for travel within the United States will be reimbursed at a rate of \$17.30 per day (US dollars).

9.3 Commission Chair Remuneration/Reimbursement

Remuneration and per diem amounts to be paid to the Chair are the same as outlined in section 9.2 above, with the exception of the following:

The per diem amounts paid to the Chair of the Commission during the performance of his/her duties will be:

- \$450.00 per day for attendance at Commission meetings, which takes into consideration the Chair’s obligation to be away from the workplace for an entire day regardless of the length of the meeting;
- \$450.00 for preparation prior to attending a Commission meeting or set of meetings;
- \$250.00 per day for attending conferences/education events as a representative of the Commission;
- \$250.00 for preparation for a conference if there is significant pre-reading required for the course;
- \$125.00 may be claimed if the member is required to write an exam on a date other than on the dates claimed for the course itself; and
- \$450.00 per day for attendance at events as Chair of the Commission.

9.4 General Remuneration/Reimbursement

Remuneration for items other than those stated in section 9.2 is as follows:

- Expenses are reimbursed for a Commission member or the Chair attending a social event as a Commission member. The Commission member or Chair is not eligible to charge a meeting fee for attendance at a social event.
- Expenses for meals for the entire Commission are to be paid as incurred.
- Parking expenses of \$10 or less, no receipt is required for reimbursement.

9.5 Reimbursement for the Purchase of Electronic Devices for Commission Meetings

Commission members are required to use electronic devices for paperless Commission meetings. To reimburse Commission members for the associated costs, Commission members will receive \$30 per regular meeting reimbursement. Commission members may apply for an advance of up to \$1,200 for the purchase of an electronic device for use during Commission meetings. If the Commission member is reimbursed up front, the member will not receive \$30 per regular meeting.

Prior to purchasing an electronic device, Commission members, in consultation with PEBA, should ensure that the device is compatible with the electronic board service.

9.6 Travel Health Insurance

In the event that a member is required to travel on Commission business, and where the Commission member does not have existing extended health care plan coverage, the member shall obtain adequate travel insurance.

Commission members will be reimbursed for the expense of the required insurance.

9.7 Remuneration/Reimbursement for Outgoing Commission Members

Remuneration for a member leaving the Commission is as follows:

A member leaving the Commission after two or more years of service is entitled to receive:

- A gift, the value of which is not to exceed \$20 per year of service, to a maximum of \$200; and
- A banquet (expenses are to be reimbursed as incurred).

Expenses for gifts and banquets:

- Are to be reimbursed directly out of the Fund; and
- The Chair will approve payment/reimbursement.

9.8 History

Approval date: February 16, 2007; January 18, 2008; January 15, 2010;
September 20, 2013, November 20, 2015,
October 20, 2017 and March 16, 2018.

Last review: June 21, 2019

Next scheduled review: November 2019