

## II. Governance

### Section 8 – Board Remuneration/Reimbursement

---

#### Contents

8.01	Purpose .....	1
8.02	Board Remuneration/Reimbursement .....	1
8.03	Chair Remuneration .....	2
8.04	General Remuneration/Reimbursement .....	3
8.05	Remuneration/Reimbursement for Outgoing Board Members .....	4
8.06	Travel Insurance .....	4
8.07	Reimbursement for the purchase of an electronic device for use at Board meetings .....	4
8.08	History .....	5

---

#### 8.01 Purpose

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

#### 8.02 Board Remuneration/Reimbursement

*The Public Employees Pension Plan Act* does not authorize compensation of Board members for the performance of their duties as members of the Board. However, clause 8(4)(d)(i) of the Act allows payment out of the Public Employees Pension Fund of the costs incurred by the Board for the administration of the Plan. These costs include reimbursement of Board members for attending Board meetings or other events in their capacity as Board members as follows:

1. Hotel and travel expenses will be reimbursed as incurred;
2. Mileage for members' personal vehicles and meals will be reimbursed at the rate established by the Saskatchewan Public Service Commission; and
3. Other expenditures authorized by the Board.

In addition to the above, the Board has authorized an Education Allowance for each member of the Board on an annual basis. The allowance is intended for

education/training purposes associated with the performance of each member's Board duties and responsibilities.

The allowance for tuition is currently:

- \$5,000.00 per member, per fiscal year,
- Plus any additional amount required to comply with the Board's new member orientation program.

Upon the request of a Board member, the Chair may authorize additional funds not exceeding \$1,000.00 per member, per fiscal year, for tuition fees. In the absence of the Chair, the Vice-Chair may grant the request.

Where the Chair makes a request for additional funds not exceeding \$1,000.00 for tuition fees, pursuant to the provision applying to Board members, the Vice-Chair may grant the request. The Chair will report the request and approval at the next scheduled Board meeting following the approval.

### **8.03 Chair Remuneration**

At the April 27, 2005 meeting of the Public Employees Pension Board, in accordance with clause 5(a.1) of the *Public Employees Pension Plan Act*, the Board established remuneration and per diem amounts to be paid to the Chairperson.

Effective October 1, 2013, the Chair's remuneration is:

Retainer	\$40,000 per year
Education Fee	\$750 per day

#### **Remuneration and Expense Guidelines**

1. The retainer shall be paid on a quarterly basis. The retainer is paid to compensate the Chairperson for his/her contributions to the Public Employees Pension Plan and for the time the Chairperson spends preparing for and carrying out the duties of Chairperson or participating in board-related activities for which an Education fee is not payable.
2. At the discretion of the Public Employees Pension Board (the Board), where the Chairperson has missed two regularly scheduled meetings of the Board, the Board may direct the withholding of a portion or the Chairperson's entire quarterly or annual retainer.

3. The Chairperson is not eligible to receive an Education fee for:
  - For participating in Board-related activities; or
  - Travelling to a Board-related activity.
4. A full day education fee is payable for each full day (4 hours or more) that the Chairperson attends an education event specified in the Board's Governance Manual. A one-half day education fee is payable for each half day or part day (up to 4 hours) that the Chairperson attends an education event specified in the Board's Governance Manual.
5. When attending a meeting of the Board or an education event specified in the Board's Governance Manual, the Chairperson is entitled to be reimbursed for expenses.
6. The Chairperson is entitled to the Education Allowance specified in the Board's Governance Manual.
7. Expenses are reimbursed if the Chairperson attends a social event as Board Chairperson. The Chairperson is not eligible to receive an education fee for attendance at a social event.
8. A Chairperson using his or her personal vehicle is entitled to receive per kilometre rates equivalent to the rates paid to Government of Saskatchewan Employees.
9. Meals will be reimbursed at the rate established by the Saskatchewan Public Service Commission.
10. Hotel and travel expenses related to Board work will be reimbursed on an actual and reasonable basis, supported by receipts.
11. Expense claims shall be submitted to the Executive Secretary of the Board for authorization as soon as possible.

#### **8.04 General Remuneration/Reimbursement**

1. Expenses are reimbursed for a Board member or Chair who attends a social event as a Board member. The Chair is not eligible to charge a meeting fee for attendance at a social event.
2. Expenses for meals for the entire Board are to be paid as incurred.

## **8.05 Remuneration/Reimbursement for Outgoing Board Members**

1. Effective April 1, 2007, a member leaving the Board 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;
  - A banquet (expenses are to be paid as incurred); and
  - Reimbursement of expenses for in-province travel to the banquet as prescribed by section 8.02.

## **8.06 Travel Insurance**

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

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

## **8.07 Reimbursement for the purchase of an electronic device for use at Board meetings**

At its meeting of June 22, 2011, the Board elected to make use of electronic board meeting software to facilitate the conduct of its meetings in a manner that reduces the Board's environmental impact and the administrative burden associated with the production of paper meeting packages.

To facilitate the purchase of an electronic device for members who do not own or have access to a suitable device for use at Board meetings, the Board will reimburse a Board member who purchases such a device in accordance with the following policy:

- 1) A Board member who purchases an electronic device (e.g., a notebook computer) for use at Board meetings will be reimbursed for the expenditure up to a maximum of \$1,200;
- 2) The allowance of \$1,200 is to include the purchase of all required anti-virus software and accessories required for the use and transportation of the device;
- 3) Board members be eligible to be reimbursed once every four years corresponding with their term of appointment;

- 4) All devices and accessories purchased remain the property of the Board, and must be returned to the Board in the event a member resigns before his or her term of appointment ends and it has been less than two years since the items were purchased;
- 5) In the event a device is stolen or is damaged beyond repair, Board members will be eligible for reimbursement up to \$1,200 for the purchase of a new device, subject to the policies outlined in points 2) and 4); and
- 6) Where a member has been reimbursed for the purchase of a replacement device pursuant to point 5) and the member is appointed to a second term on the Board, the member will be not be eligible for reimbursement for the purchase of a third device until four years after the purchase of the replacement device, except where the replacement device is stolen or damaged beyond repair.

#### **8.08 History**

Approval date:	January 26, 2005; November 26, 2008; February 26, 2009; September 23, 2009; October 27, 2010; November 23, 2011; June 27, 2012; November 28, 2012; October 23, 2013; March 28, 2018
Last review:	March 28, 2018
Next scheduled review:	November 2019