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Finance & Audit	Remuneration	POL-FA-05
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Section 6.5		Part 2
Board Approved:	Previous Revision(s):	Last Revised:
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DEFINITIONS

“Advisory committee member” means a member who sits on an advisory committee that provides advice to a College regulatory committee. Advisory committees of the College include the Certified Practice Advisory Committee, Communication Health Assistant Liaison Committee, Examination Advisory Committee, Finance & Audit Committee, and the Governance Advisory Committee.

“Board member” means an elected or appointed member of the College Board.

“Regulatory committee member” means a member who sits on a statutory committee of the College established under the *Health Professions Act*. Regulatory committees of the College include Discipline, Inquiry, Quality Assurance & Professional Practice, and Registration.

“Honorarium” means an amount granted to the Board Chair, Board Vice-Chair, or designate of the Board for *ex-officio* attendance at College meetings other than Board meetings.

“Per diem” means an amount paid per meeting.

“Working Group” means a group made up of registrants and/or members of the public. A Working Group may be created by any of the above committees.

“Travel day” means the time spent traveling to and from a destination where work on behalf of the College will be conducted. A travel day must be required on the day before and/or the day after the work occurs to attend the meeting. It does not mean time spent travelling to and from a destination on the same day as work for the College occurs.

PURPOSE

To outline remuneration allowed to Board, committee members, contracted invigilators, screeners, examiners, assessors, hearing panelists, and investigators in return for work performed for the College.

SCOPE

Per diem payments to Board members, committee members, and contracted invigilators, screeners, examiners, assessors, mentors, supervisors, hearing panelists, and investigators; remuneration for travel day and out-of-pocket expenses.

POLICY

The Board Chair, Board Vice-Chair, or designate shall be paid the same per diem as other committee members for *ex-officio* attendance at College meetings other than College Board meetings.

Board members may charge the College a per diem in the amount equivalent to a Board meeting per diem for attendance at **College-sponsored events which focus on College work**, such as strategic planning sessions.

Board members may charge the College a per diem in the amount equivalent to a committee meeting per diem for attendance at **College-sponsored events which do NOT focus specifically on College work**, such as board development workshops, committee training sessions, and recognition events.

1. Per Diem Rates & Expenses

The College will reimburse Board, committee members, and contracted invigilators, screeners, examiners, assessors, hearing panelists, and investigators for expenses incurred as a direct result of College work as follows:

Work / Role	Per Diem Rate	Out-of-pocket Expenses	Travel Day Expenses
Board meeting (in-person)	\$400 (Board Chair \$600)	✓	✓
Board meeting (teleconference)	\$200 (Board Chair \$300)		
National alliance meeting (in-person)	\$400 (Board Chair \$600)	✓	✓
National alliance meeting (teleconference)	\$200 Board (Chair \$300)		
Regulatory committee, QAPP Practice Review panel meeting (in-person)	\$200 (committee chair \$300)	✓	✓

Regulatory committee, QAPP Practice Review panel meeting (teleconference)	\$100 (committee chair \$150)		
Advisory committee meeting (in-person)	\$150 (committee chair \$225)	✓	✓
Advisory committee meeting (teleconference)	\$75 (committee chair \$112.50)		
Working group meeting (in-person)	\$100	✓	✓
Working group meeting (teleconference)	\$50		
Other College-related meeting or presentation (in-person)	\$200	✓	✓
Other College-related meeting or presentation (teleconference)	\$100		
Other Non-College-related meeting or presentation (in-person)	\$200	✓	
Other Non-College-related meeting or presentation (teleconference)	\$100		
Investigators (IC)	\$75 per hour (maximum \$600 per day)	✓	✓

Hearing panelists (DC, RC)	\$75 per hour (maximum \$600 per day)	✓	✓
QAPP Practice Review supervisors, supervisors (IC)	Negotiable	✓	✓
QAPP Practice Review assessors	\$75 per hour (maximum \$600 per day)	✓	✓
QAPP Practice Review screeners	\$40 per hour, per screening (\$20 for screenings which require less than 30 minutes)		
HID Practical Examination examiners	\$75 per hour (maximum \$600 per day)	✓	✓
Ad hoc assessments, hearing panelist prep time	\$50 per hour (e.g., competency assessments related to draft consent agreements (IC); review of Certified Practice certificate applications & practice review remediation plans (QAPP); review of applications for registration from internationally educated applicants (RC))		

2. Out-of-pocket Expenses

The College will reimburse Board, committee members, and contracted invigilators, screeners, examiners, assessors, mentors, supervisors, hearing panelists, and investigators for out-of-pocket expenses incurred as a direct result of College work as follows:

- Airfare¹ (economy class only), ferry, car rental (economy class only);
- Hotel accommodation (mid-range rate; one-night preceding and/or following the meeting when travel on the same day as the meeting is not feasible);
- Travel (mileage): 55 cents per kilometer;

¹ Where QAPP Practice Review Assessors require air travel, prior CSHBC staff approval is required.



- Taxi fare, parking;
- Breakfast (maximum \$20);
- Lunch (maximum \$20);
- Dinner (maximum \$30).

Receipts must be submitted for all expenses claimed except mileage and meals. Meal allowances cannot be charged when the meal is provided at the meeting.

3. *Travel Day Expenses*

The College will reimburse Board, committee members, and contracted invigilators, screeners, examiners, assessors, mentors, supervisors, hearing panelists, and investigators for travel day expenses incurred as a direct result of College work as follows:

- \$50 per hour (maximum \$400 per day, except for QAPP Assessors (no maximum)).