

II. Governance

Section 9 – Commission Remuneration/Reimbursement

Contents

9.1	Purpose	1
9.2	Commission Remuneration/Reimbursement.....	1
9.3	Commission Chair Remuneration/Reimbursement.....	3
9.4	General Remuneration/Reimbursement.....	4
9.5	Reimbursement for the Purchase of Electronic Devices for Commission Meetings.....	4
9.6	Travel Health Insurance	4
9.7	Remuneration/Reimbursement for Outgoing Commission Members.....	5
9.8	History.....	5

9.1 Purpose

The purpose of this policy is to outline the manner in which Commission members are remunerated or reimbursed for preparation and 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:

Regular Commission Meeting:

- \$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 for attendance at annual strategic planning session (no preparation required).

Other Meetings as authorized by the Commission:

- \$250.00 per day or \$125.00 per half day (four hours or less);
- Preparation for and attendance at a sub-committee meeting (preparation is included in the honorarium for these meetings as preparation is usually minimal):
 - Sub-committee member: \$125.00
 - Sub-committee Chair: \$225.00

Education

- \$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.

Notes:

- Remuneration allowed for Private Markets Committee meeting attendance is specified in section 6.8 of the Governance manual and is in alignment with the amounts outlined above.
 - Commission members are not eligible for a meeting fee for decisions of the Commission made between meetings as per section 11.8 of this manual where there is little or no expected preparation required to make the decision and approve it.
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 \$0.30 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 \$0.30 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 registration to attend education events, which is in addition to travel and other expenses for attending the event(s).

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 eligible to attend 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;

- \$450.00 per day for attendance at events as Chair of the Commission.
- Reimbursement for education as per the Education sub-section of section 9.2.

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, where a claim for per diem is not also being submitted.
- 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, must ensure that the device is compatible with the electronic board service.

9.6 Emergency Medical Insurance Coverage While Travelling

In the event that a member is required to travel on Commission business, and where the Commission member does not have existing emergency medical insurance coverage while travelling, the member shall obtain adequate insurance.

The purpose of this policy is to indemnify the Commission in the event that a member incurs medical expenses while traveling on Commission business.

Appropriate insurance is available on a per day basis and is dependent on age and health.

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

Information regarding travel emergency medical insurance providers is available to Commission members in the resources section of Diligent.

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:

- May be reimbursed directly out of the Fund; and
- The Chair may approve payment/reimbursement.

9.8 Reimbursement for Gifts for Non-Commission Members

If the Commission approves the purchase of a gift for an individual who is not a Commission member, the maximum amount allowed for reimbursement is \$200.

9.9 History

Approval date:	February 16, 2007; January 18, 2008; January 15, 2010; September 20, 2013; November 20, 2015; October 20, 2017; March 16, 2018; June 21, 2019; June 19, 2020; and October 16, 2020
Last review:	October 16, 2020
Next scheduled review:	November 2021