

**Remuneration and Reimbursement of Expenses for Governors****Date of last revision: April 30, 2015****Board Approved: May 10, 2017****INTRODUCTION**

The *New Brunswick Community Colleges Act* (“the Act”) provides that:

*14(1) The members of a board shall be entitled to the remuneration and reimbursement of expenses that are fixed by the by-laws of the respective corporation.*

*14(2) Despite subsection (1), a by-law fixing the remuneration or rate of reimbursement for expenses of the members of a board is ineffective unless it has been approved by the Lieutenant-Governor in Council.*

The General By-laws adopted by the Board of Governors on May 30, 2010 (and subsequently amended on June 16, 2017) specify that:

*11.1 Remuneration paid to the governors of the College, including payment of reasonable expenses incurred in the performance of their duties, shall be stipulated in the College’s By-laws and approved by the Lieutenant-Governor in Council.*

*11.2 The Chair of the Board shall be paid \$8,000 per annum, and be reimbursed for reasonable expenses.*

*11.3 The Vice-Chair of the Board shall be paid \$2,000 per annum, and be reimbursed for reasonable expenses*

*11.4 Each member of the Board shall be paid a per diem of \$250 for attending Board meetings, and be reimbursed for reasonable expenses.*

The Lieutenant-Governor in Council has approved this section of the General By-laws .The purpose of this Policy is to provide more specific policy direction regarding the administration of this By-law.

**1. PAYMENT OF PER DIEMS**

1.1. Under the General By-laws, per diems are payable for attendance at Board meetings. For the purposes of this Policy, the following qualify for per diems:

1.1.1. Regular or special meetings of the Board of Governors

1.1.2. Regular or special meetings of Board standing or ad hoc committees established by resolution of the Board of Governors

- 1.1.3. Business meetings or College-related events at which official representation from the Board of Governors has been requested and authorized by the Board Chair
  - 1.1.4. The preparation of written reports to the Board – (a) by the Board Chair for inclusion in regular Board meeting packages; (b) by a Board member, in exceptional circumstances and with the approval of the Board Chair, recognizing that Senior Management will normally prepare the draft minutes, committee reports etc.; or (c) including significant speeches prepared and delivered by the Board Chair, with the approval of the Vice-Chair and the Chair of the Governance Committee
  - 1.2. From time to time, Board members may participate in meetings via videoconference or teleconference. Subject to the rate of payment section below, no distinction will be made between participation in person and participation by video, teleconference or such other mode that permits an appointee to hear, and be heard, by other participants. It is nevertheless preferred that Board members participate in person wherever possible
  - 1.3. Participation in incidental meetings or activities that precede or follow formal meetings does not qualify for per diems, nor does attendance at social events
  - 1.4. In recognition of the significant leadership and accountability role of the Board Chair, and the general ongoing demands placed upon the Board Chair, the Board Chair shall be paid an honorarium of \$8,000 per annum, and be reimbursed for reasonable expenses
  - 1.5. In recognition of the increased leadership and accountability role of the Vice-Chair as part of an active succession plan, the Vice-Chair shall be paid an honorarium of \$2,000 per annum, and be reimbursed for reasonable expenses
- 2. RATE OF PAYMENT**
- 2.1. Board members will receive a per diem of \$250 for attendance at all face to face regular Board and special committee meetings, as well as College-related events at which official representation from the Board of Governors has been requested and authorized by the Board Chair
  - 2.2. For special Board or committee meetings held via teleconference or for any other types of meetings/activities covered by this Policy:
    - 2.2.1. When a meeting lasts more than three (3) hours, a Governor is entitled to the full per diem rate
    - 2.2.2. When a meeting lasts less than three (3), a Governor will be remunerated at one-half of the per diem rate
  - 2.3. Only one meeting/per diem payment will be made to any Governor for any one day. This includes individuals who sit on more than one Crown Corporation, agency, board or commission, and who are required to attend more than one meeting on a single day

### **3. REIMBURSEMENT OF EXPENSES**

- 3.1. Reimbursement for out-of-pocket or other expenses incurred by Board members in their course of their duties as a member of the NBCC Board of Governors will be in accordance with, and at the same rates provided for, the NBCC Travel Policy applicable to employees (please see Appendix)
- 3.2. There will be no reimbursement for travel to and from a Board meeting where a Board member has to displace him/herself 16 kilometres or less
- 3.3. Claims for alcohol-related expenses do not qualify for reimbursement
- 3.4. Where the Board approves the attendance of Board members at conferences, NBCC will pay the registration fees associated with such attendance and will reimburse the Board members' expenses in accordance with the College's travel policy
- 3.5. Where the Board approves the membership of Board members in particular College-related organizations, NBCC will pay the membership dues associated with such membership

### **4. OTHER**

- 4.1. The remuneration payable to NBCC Governors under this Policy is not subject to deductions for Canada Pension Plan or for Employment Insurance. It is, however, to be reported annually to the Canada Revenue Agency on a T4A Supplementary Slip
- 4.2. Governors are provided with such personal liability protection as is afforded under NBCC Operational Policy
- 4.3. Retiring Governors will be provided with a gift in recognition of their contributions to a maximum value of \$250

### **5. REMUNERATION SUBMISSION AND REVIEW PROCESS**

- 5.1. Expenses that fall outside the regular course of business should be pre-approved by the College's Vice President Finance & Administration, through the same channels described below but in advance of the actual expenditure
- 5.2. Governors will submit claims for per diems and expense reimbursement as per the casual payroll system/schedule. The claims will be submitted to the Executive Assistant for the Board of Governors ("Executive Assistant") who will review them for consistency with this Policy and resolve any questions of interpretation or application by consulting with the Board Chair. If any questions of interpretation or application arise with respect to claims submitted by the Board Chair, the Executive Assistant will seek direction from the Vice-Chair.
- 5.3. The Executive Assistant will then forward the claims to the President and the Vice President Finance & Administration for payment authorization.



- 5.4. A record of all amounts paid to Governors, including the Chair, will be maintained and reviewed on a quarterly basis by the Audit Committee. The full Board will receive an annual report of all remuneration and reimbursement of expenses provided to each Governor, including the Chair.