

# BC MENTAL HEALTH REVIEW BOARD

## PART-TIME BOARD MEMBERS' COMPENSATION AND EXPENSE REIMBURSEMENT POLICY

Effective December 1, 2017

### Treasury Board Directive Remuneration Policy

The Mental Health Review Board [**MHRB**] is classified as a Group 3 Tribunal under the Treasury Board Directive 1/17 [**TBD**]

1. Remuneration is paid to the appointee, not to an employer or organization (TBD p.3.5)
2. Part-time members are to be treated as independent contractors and not employees of the public service. Members are entitled to terms and conditions under Category D in Part 10 of the Terms and Conditions of Employment for Excluded Employees/Appointees (TBD p.6.2)
3. Remuneration for part-time members is to be calculated in the following manner:
  - a. To be paid the **maximum of one day per diem for each twenty-four hour day** (TBD p.6.6.1)
  - b. To be paid a **maximum of one half-day of their per diem** for attending hearings or in-person meetings of the Board **that lasts four hours or less** (TBD p.6.6.2)
  - c. To be paid a **maximum of one day of their per diem** for attending hearings or in-person meetings of the Board **that last longer than four hours** (TBD p.6.6.3)
  - d. Remuneration is claimed for the duration of the hearing regardless of the number of hearings in a day.

*Example: if two hearings last a total of 3.5 hrs, the eligible remuneration is a half day. If two hearings last more than 4 hrs, the eligible remuneration is a full day.*
  - e. If the member is assigned two hearings in one day, 9:30am and 1:30pm, the member is eligible to bill for time in hearings. If the total distance travelled is

32kms or above, the member is entitled to bill for travel time from their residence to the furthest destination and return, plus travel expenses.

*Example: member's residence in North Vancouver – first hearing at VGH, second hearing at FPH. Google directions: 33km (and 45 mins travel time) from North Vancouver to FPH. Since travel is outside 32km, the member is entitled to 1.5 hrs of travel time and mileage of 66km.*

4. The maximum billing in a 24 hour period, regardless of travel and hearing time, is a full day of per diem (TBD p.6.6.1)
5. Additional remuneration (such as legal research, writing reasons for dispositions in unusually complex matters, or other duties from time to time assigned) may be paid or claimed with prior discussion/approval of the Chair. (TBD p.6.6.5)
6. Remunerations may be claimed in relation to hearings which are cancelled, or collapsed, on short notice. **Short notice is defined as less than 24hrs** before the commencement of the scheduled hearing. (TBD p.6.6.6)
7. There is no remuneration for travel time to and from hearings or board meetings when travel is less than 32kms. When travel is above 32kms please see **Travel Time Policy**.
8. An appointee is not entitled to be paid for time spent attending social events, including meals and receptions, and/or including when attending conferences or speaking engagements as part of their additional duties. (TBD p.6.6.9)
9. Part-time members are not entitled to be reimbursed for any professional dues, membership fees, insurance or other costs. (TBD p.6.8)
10. Part-time members are to be indemnified by the Minister of Finance in accordance with the procedures of Indemnification set in the Guarantees and Indemnities Regulations 258/87 of the *Financial Administration Act* (TBD p.6.9)
11. Part-time Members are not eligible for compensation for time spent on administrative matters such as correspondence, billing, phone calls or attending courses for the member's personal or career.
12. Part-time Members are not eligible to bill for preparation time.

13. GST – please consult with the Canadian Revenue Agency about claiming or not claiming GST on billings.
14. Remuneration paid to part-time members:
  - is not subject to deductions for the Canada Pension Plan or Employment Insurance;
  - is reported annually to the CRA on a T4A Supplementary Slip. (TBD p.6.10.2)

#### **Per Diem Rates Effective December 1, 2017**

Part-time **Legal Members** are Vice Chairs and paid a per diem rate of \$550. (TBD p.6.3)

In addition to the per diem rate, Legal Members who are designated by the Chair to conduct hearings **may claim \$100 per hearing for the production of written reasons.**

Part-time **Community Members** are Members and paid a per diem rate of \$450. (TBD p.6.3)

Part-time **Medical Members** are paid a sessional rate established by the BC Medical Association, the Government of BC, and the Medical Services Commission.

A session is deemed to be 3.5 hours.

**Sessional rate** for Physicians \$463.99

**Sessional rate** for Specialists \$547.32

#### **Cancellation Policy**

If the hearing is adjourned or cancelled on **short notice (24 hrs or less)** the member is entitled to a half day per diem. There is no cancellation policy when notice is provided more than 24hrs in advance of the scheduled hearing.

Cancellation notice will be provided to the member by email if the hearing is cancelled with 24 hrs or more. If the hearing is cancelled with less than 24 hrs notice the member will be contacted by telephone and email.

#### **Travel Time Policy**

**Travel time is only applicable** if the hearing location is **32km outside** the member's residence. The travel time, within reason, will be determined using Google maps.

Travel time is calculated at 50%.

*Example: a one hour journey from member's residence to the hearing location and return, totalling 2 hours of travel. Travel time eligible for billing is 1 hour at the member's remuneration rate.*

The maximum billing in a 24 hours period, regardless of the number of hours of travel, is a full day of per diem.

### **Submission of Per Diem and Expense Claims**

Members are requested to submit billing forms to MHRB's Accounting Clerk, preferably by email, by the 15<sup>th</sup> of the month and/or the last day of the month. Revised billing forms with new rates will be accessible on the MHRB website.

### **Travel Expenses and Allowances**

Part-time members may bill for mileage from their residence to the hearing and return regardless of the distance.

Members may be reimbursed for travel expenses and allowances as defined below when they are **required to travel to a hearing location that is 32km** or more from their residence.

Part-time members are entitled to be reimbursed for transportation, accommodation, meal and out of pocket expenses incurred in the course of their duties, in accordance with Group 2 rates, policies and procedures. (TBD p.6.7)

In accordance with the Ministry's Core Policy and Procedural Manual member's travel must be arranged using the most economical means of transportation. Any alternate mode of travel must have the preapproval of the Chair.

Accommodation, air transportation, and vehicle rental may be booked in advance for members by MHRB staff. Board members are requested to use MHRB’s Business Travel Account (BTA) when booking air transportation rather than charging costs to personal credit cards.

**Meal Allowances**

Meal allowances are **paid only while on “travel status”** defined as any meeting or hearing **more than 32 km from the member’s home/office base**, and:

- if travel starts after 7 am, breakfast cannot be claimed;
- if travel starts after 12 pm, lunch cannot be claimed;
- if travel starts before 7 am and return home is after 6 pm, a full day expense per diem can be claimed.

Group 2 Rates:

Full Day	Half Day	Breakfast Only	Lunch Only	Dinner Only	B&L Only	L&D Only	B&D Only	Incidental Only
\$ 49.00	\$ N/A	\$ 22.00	\$ 22.00	\$ 28.50	\$ 30.00	\$ 36.50	\$ 36.50	\$ 14.00

The reimbursement rates cover meal and other out-of-pocket travel expenses.

Where travel is for a partial day, only meals that are applicable to that portion of the day spent on travel status are claimed.

Where a meal is provided without charge or is paid for from public funds, no claim for that meal can be made.

No receipts are required for meal or incidental allowances.

**Private Vehicle Allowance**

Where a private vehicle is used on MHRB business, reimbursement shall be: **\$0.53 per km**

- the distance allowance does not apply when using leased, rental or government vehicles;
- actual transportation toll charges may also be claimed. Please provide receipts.

### **Acceptable Parking Charges**

When a private, Government, or leased/rental vehicle is used for MHRB business, parking charges will be reimbursed **(receipts must be provided)**.

Travel loyalty program benefits, such as airline frequent flyer points that are accumulated by members while travelling at public expense must not be used for personal benefit. Such benefits or discounts should be applied only against future business travel. Benefits accumulated while travelling at public expense must not be used beyond the term of appointment.

No meal, accommodation, travel time or any other expense(s) will be reimbursed beyond the transportation costs that would have occurred had the appointee taken the designated transportation.

Where personal and business travel are combined, reimbursement is to be based upon the lesser of actual transportation expenses or the most economical transportation expenses that would have been incurred had personal travel not taken place. Per diem allowances and other expenses will not be reimbursed beyond the costs that would have been incurred had personal travel not taken place.

### **Car Rentals**

Receipts or copies of receipts are required.

The government has Corporate Supply Arrangements (CSA) for vehicle rentals with numerous agencies. Please review the link below before booking and quote the Corporate Identification Number to ensure you are receiving the correct rate and for insurance coverage.

<http://www2.gov.bc.ca/gov/content/governments/services-for-government/bc-bid-resources/goods-and-services-catalogue/daily-vehicle-rentals>

Other rental agencies are to be used only when rental agencies with CSAs cannot supply vehicles. Note the following:

- PAI (personal accident insurance) will not be reimbursed.
- CDW/LDW (collision/loss damage waiver) will be reimbursed only when renting outside BC or when renting from rental agencies without a CSA (both in and outside BC).

### **Accommodation Charges**

The MHRB is required to use government approved hotels for all travel. Please review the listing for the city you are travelling to find the best option:

<http://csa.pss.gov.bc.ca/businesstravel/>

When making your reservation please ensure the price you are charged is at or below the rates quoted on the website.

If you are not able to find availability in the listing of hotels, the Chair may approve an alternate hotel. Approval must be received from the Chair prior to booking.

Receipts for accommodation must be provided.

Where private lodging is used in lieu of commercial accommodation, reimbursement of \$30.75 maximum per day may be claimed.