P03 – Board Remuneration & Expense Reimbursement

Policy

The Automobile Insurance Rate Board's (AIRB) Board Members are remunerated a per diem amount in recognition of their time and effort required to carry out the mandate of the AIRB. In addition, the AIRB recognizes Board members should not be out-of-pocket for their service and, reimburses members for reasonable expenses incurred to attend meetings, training, and conferences or where acting as a representative of the AIRB.

Authority

The AIRB's authority is provided under the Insurance Act (Act) and Lieutenant Governor in Council (LGIC). Section 599 of the Act states the LCIC may fix the remuneration and provide for the payment of expenses to the members who are not employees of the Government.

Though Order in Council 466/2007 (OC), the LGIC ordered:

- Members be remunerated a per diem in accordance with Schedule 1 of the OC for their time; and
- Members be entitled to traveling expenses in accordance with the Subsistence and Travel Allowance Regulation made by Ministerial Order 1/98 (amounts subject to change).

Procedures

Approval of Per Diem and Expense Claims

- All claims shall be approved in accordance with the provisions of this policy.
- Claims shall be completed and submitted within 30 days following each Board meeting, conference, or other event where the Board Member represented the AIRB.
- Staff reviews each claim for compliance with this policy. When a discrepancy occurs the Staff will bring it to the attention of the Board Member and Executive Director.
- When expenses are incurred but not expressly authorized by this policy, the Board Chair shall determine if the expense falls within the intent of this policy.
- The Executive Director or his/her designate shall review and approve all Board Member per diem and expense claims.

Per Diem

- Board Members will submit a claim for their per diem based on the hours spent attending AIRB Board meetings to carry out the mandate, in accordance with Schedule 1 of the OC.

Expenses

- Board Members will be reimbursed for:
    - In province air travel or mileage to attend Board meetings, training or conferences where representing the AIRB.
    - Out of Province travel to attend:
        - AIRB meetings must be pre-approved by the Executive Director.
        - Conferences or training must be pre-approved through the Government's approval process.
- Board Members will not be reimbursed for:
    - Hotel accommodations in the city of their primary residence.

Disclosure

- The Public Sector Compensation Transparency Act applies to agencies, boards and commissions governed by Alberta's Agency Governance Secretariat, and requires Board Member compensation to be publicly disclosed to help promote consistency by raising awareness of remuneration practices. The AIRB discloses its member remuneration on the website.

Approved by the AIRB: June 27, 2014; Effective July 1, 2014
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Classification: Protected A