

NBLASC Board of Directors Board Compensation Policy

1. Background

The purpose of this Policy is to provide clarity to ensure a consistent interpretation of the per diem remuneration for the Board of Director members who are eligible for compensation. This policy is designed to promote transparency, integrity, and the best interests of the organization.

The enabling legislation and associated regulation provides the foundation for this policy.

Section 10(1) of the *Legal Aid Act* states:

10(1) Members of the Board are entitled to remuneration and to reimbursement of expenses in accordance with the regulations.

Section 6 of Regulation 2017 of the *Legal Aid Act* states:

6(1) A member of the Board who is not employed in the Civil Service as defined in the *Civil Service Act* is entitled to remuneration of \$87.50 for each half-day or portion of a half-day that he or she attends a Board meeting.

6(2) If the Chair of the Board is not employed in the Civil Service as defined in the *Civil Service Act*, the Chair shall receive an additional \$37.50 for each half-day or portion of a half-day that he or she attends a Board meeting.

6(3) Members of the Board are entitled to reimbursement of travelling and other expenses incurred by the member in the performance of his or her duties in accordance with the Travel Policy of the Board of Management.

2. Meetings

2.1 As per the *Legal Aid Act* and Regulation 2017, per diems are payable for attendance at Board meetings. For the purposes of this policy, the following qualify for per diems:

- 2.1.1 Regular meetings of the Board of Directors.
- 2.1.2 Special meetings of the Board of Directors.

- 2.1.3 Regular committee meetings or ad hoc committees established by the Board of Directors.
- 2.1.4 Business meetings at which official representation from the Board has been requested and authorized by the Board Chair.
- 2.1.5 The preparation of written reports to the Board or Minister by (a) the Board Chair for inclusion in regular Board meeting packages or; (b) by a Director, in exceptional circumstances and with the approval of the Board Chair, recognizing that Senior Management will normally prepare the draft minutes, committee reports etc. The time spent on this will be tracked in hours;
- 2.1.6 Any other meetings or work undertaken for the Board and authorized by the Chair. The time spent on this will be tracked in hours.
- 2.1.7 Board members are expected to review materials in advance of each meeting, the time spent on this will be tracked in hours.

2.2 Participation in incidental meetings or activities that precede or follow formal meetings does not qualify for per diems, nor does attendance at social events.

3. Payment of Per diem

3.1 For meetings described in sections 2.1.1 to 2.1.4 lasting three (3) hours or less, Directors shall be compensated at the half day per diem rate as established in the Regulation.

3.2 For meetings described in sections 2.1.1 to 2.1.4 lasting more than three (3) hours, Directors shall be compensated at twice the half day per diem rate as established in the Regulation.

3.3 For the activities described in 2.1.5, 2.1.6 and 2.1.7, Directors including the Board Chair shall be compensated for the number of hours based on a pro-rate of the established half day per diem based on three (3) hours. For example, 1 hour of work would be compensated for 1/3 of the half day per diem.

4. Process for Submission and Approval

- 4.1 Directors will submit claims for per diems to the Executive Assistant reporting to the Executive Director 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.

- 4.2 The Executive Assistant will then forward claims to the Board Chair and Executive Director or designate for payment authorization.
- 4.3 A record of all amounts paid to Directors, including the Board Chair, will be maintained and reviewed on a annual basis by the Audit Committee. The full Board will receive an annual report of all remuneration and reimbursement of expenses provided to each Director, including the Board Chair.

5. Annual Review

The board will conduct an annual review of this Board Compensation Policy to ensure its effectiveness and relevance. Amendments may be made as necessary.

This Board Compensation Policy shall be effective as of March 28, 2024.

Drafted:	Final draft January 25, 2024
Approved:	March 28, 2024
Amended:	
Approved:	
Amended:	