

PETERBOROUGH PUBLIC HEALTH

Board of Health

POLICY AND PROCEDURE

Section: Board of Health	Number: 2-151	Title: Remuneration of Board of Health Volunteers
Approved by: Board of Health		Original Approved by Board of Health
Signature: _____		On (YYYY-MM-DD): 2015-01-14
Date (YYYY-MM-DD): 2022-11-09		Author: Director of Operations
Reference: 2-150 Remuneration of Members		

NOTE: This is a **CONTROLLED** document for internal use only, any document appearing in a paper form should **ALWAYS** be checked against the online version prior to use.

OBJECTIVE

The Board appreciates community members volunteering their time, wisdom and experience to help the organization achieve its mission and does not believe it appropriate for a volunteer to have to pay to generously give of their time when providing assistance to the Board.

POLICY

Volunteers on board of health Committees will be reimbursed for all “out-of-pocket” costs. Out-of-pocket costs include mileage, parking and any other expense the volunteer may incur while volunteering for the board of health. Mileage will be reimbursed at the current Peterborough Public Health staff rate.

Volunteers appointed to the Indigenous Health Advisory Circle by the Board of Health will be entitled to a meeting honorarium equal to eligible board members, as per policy 2-150.

PROCEDURE

Volunteers should advise the Executive Assistant (EA) to the Medical Officer of Health of any expenses incurred, including the number of kilometers driven. Receipts should be submitted where available.

The EA will prepare the required paperwork for approval and payment.

Review/Revisions

On (YYYY-MM-DD): 2015-01-14

On (YYYY-MM-DD): 2017-06-14

On (YYYY-MM-DD): 2019-12-11

On (YYYY-MM-DD): 2022-11-09 (reviewed, no changes)