

Policy	Remuneration of Community Members
Section	Board of Health
Number	02-02
Policy Lead	Board of Health
Approval Level	Board of Health
Original Approval	2025-FEB-19
Reviewed/Revised	
Next Review	2027-FEB-19
Associated HKNP Procedures and Forms	Procedure – Remuneration of Community Members

POLICY

PURPOSE

The purpose of this policy is to guide the compensation of community members who volunteer their time with Haliburton Kawartha Northumberland Peterborough (HKNP) Board of Health and/or its Committees.

DEFINITIONS

"Board" means the Board of Health for Haliburton Kawartha Northumberland Peterborough Health Unit;

"Committee" means an assembly of two or more members appointed by the Board of Health;

"Meeting" means an official gathering of members of the Board or its committees in one place to transact business.

POLICY STATEMENT

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 community member to have to pay to generously give of their time when providing assistance to the Board.

POLICY DETAILS

1. From time to time, the Board of Health and/or one of its standing Committees may seek expertise from community members, as required, for occasional or project-specific

support.

2. Community members who volunteer their time at the request of the Board or one of its Committees will be reimbursed for all “out-of-pocket” costs. Out-of-pocket costs include mileage, parking and any other incurred while volunteering for the Board. Mileage will be reimbursed at the current HKNP staff rate.
3. Community members appointed by the Board of Health to the Indigenous Health Advisory Circle will also be entitled to a meeting honorarium equal to eligible board members at the rate established by the Board of Health, as per Policy 02-01, Remuneration of Board of Health Members. These members will be asked to advise whether they would like to have their honourarium paid to them, or directed to the organization they are representing.

PROCEDURE – REMUNERATION OF COMMUNITY MEMBERS

PROCEDURE DETAIL

1. The Executive Assistant (EA) to the BOH will keep a record of all applicable meetings attended by community members.
2. Community members should advise the EA of any additional expenses incurred, including applicable mileage and parking charges (receipts should be submitted, where available).
3. Reimbursement will be prepared by the EA for the applicable member, in accordance with organizational policy.
4. For community members appointed to the IHAC, the EA will issue a statement to each member on a quarterly basis for verification by the member. Once verified, the EA will forward the statement to Accounting for processing and payment.

ADDITIONAL INFORMATION

RELATED HKNP DOCUMENTS

Remuneration of Board Members (02-01)

VERSION HISTORY

DATE	LEAD	DESCRIPTION
2025-FEB-19	A. Gorizzan	Original