

Signatures: _____ **SATCC Commission Board Chair** _____ **SATCC Commission Board Vice Chair**

Board Category Administrative – A1
and Policy Name: Board of Directors Honoraria and Expense Guidelines

Approved: January 31, 2024

Supersedes: October 5, 1999; November 7, 2003; January 26, 2011; December 16, 2015; January 24, 2018; September 30, 2020

Next scheduled review: November 2026

Policy Board members shall receive honoraria and be reimbursed for expenses incurred at the authorized current rates established by the Treasury Board.

The honoraria is paid for attendance at duly constituted regular and special meetings (including teleconference calls) of the Board, meetings of standing and ad hoc committees of the Board, or out-of-province conferences and other functions which Board members are approved to attend in their capacity as SATCC Board members.

Procedures The SATCC has two levels of Boards under the Finance and Administration Manual (FAM) guidelines. The Commission Board is a “high responsibility” board. The SATCC’s three other types of boards (i.e. Trade Boards, Curriculum & Exam Development Boards and Trade Exam Boards) are all considered medium responsibility. The SATCC Boards are subject to the following guidelines:

Honoraria Guidelines:

1. The Commission Board of Directors may receive an honorarium at the authorized current rates established by the Treasury Board for a high responsibility board. The Trade Boards and the Curriculum & Exam Development Boards may receive an honorarium at the authorized current rates established by the Treasury Board for a medium responsibility board. The Trade Examination Boards receive compensation on a fee-for-service model (i.e. an hourly rate established outside the honorarium rates set by Treasury Board). The Commission Board will approve the rates for the Trade Examination Boards.

2. Public servants are not eligible to receive compensation for service on boards, commissions or committees.
3. Increases that are within the guidelines do not require Treasury Board approval as long as the responsibility level does not change.
4. The per diem rate for all four types of SATCC boards is based upon an eight-hour day.
 - i. Meetings and Travel Time (5 Hours or Less)
Where the combined meeting and total roundtrip travel time required of a member of any Board is five (5) hours or less, one-half the per diem rate will apply.
 - ii. Meetings and Travel Time (5 to 8 Hours)
Where the combined meeting and total roundtrip travel time required of a member of any Board is between five (5) hours and eight (8) hours, a full per diem rate will apply.
 - iii. Meetings and Travel Time (More Than 8 Hours)
Where the combined meeting and total roundtrip travel time required of a member of any Board is greater than eight (8) hours, a full per diem rate will apply plus any time greater than eight hours will be paid at an hourly rate equal to 1/8 of the per diem.
 - iv. Travel Time Calculations
To claim travel within the honorarium, a member of any Board must have a minimum of one-hour total traveled. Therefore, Board members whose residence is within a half-hour radius of the meeting location are not eligible for reimbursement for their travel time or mileage. Note: when total travel time is not equal to an exact number of hours (e.g. 2 hours and 15 minutes), the total travel time will be rounded up to the next half-hour (e.g. 2.5 hours).
5. Board members are not employees and are not eligible for employee benefits.

Expense Guidelines

1. Mileage

Vehicle mileage may be claimed for personal vehicles used on Commission business at the current approved Saskatchewan government mileage rate. For travel time less than one hour, a flat rate at current Saskatchewan government rate may be claimed.

2. Lodging Hotel/Motel

Actual and reasonable charges for accommodations supported by receipts will be reimbursed in total. Board members may be reimbursed for hotel accommodations the evening prior to a Board meeting and the evening subsequent to a Board meeting as required.

Private Residence

Accommodation for a stay at a private residence will be reimbursed at the current approved Saskatchewan government rate.

3. Meal Rates

Expenses for meals will be reimbursed at the current approved Saskatchewan government per diem rate.

4. General Expenses

The following is provided as a guide to Board members with respect to general expense charges incurred while travelling on Commission business:

Laundry – charges are allowable when travelling on Commission business in excess of five consecutive calendar days. Receipts are required.

Valet Services – allowable with receipts.

Dry Cleaning – are allowable under exceptional circumstances. The need for dry cleaning should be identified on the expense form and receipts are required.

Telephone – charges for business calls are allowable, supported by a receipt if possible.

Parking – if off-street parking is not available, actual costs of metered parking may be charged.

Flight Insurance and Air Fare Cancellation Insurance – costs for flight insurance and air fare cancellation insurance are not paid by the Commission. Flight insurance is considered a personal expenditure.

Travelers' Cheques – the cost of purchasing travelers' cheques involving trips out of Saskatchewan may be charged on the expense claim form when supported by a receipt.

Out-of-Country Medical Insurance – a Board member travelling out of the country on Commission business shall be reimbursed for the cost of the purchase of additional hospital and medical insurance.

Non-Allowable Expenses – personal items such as entertainment, reading material and barbering charges are non-allowable expenses. Miscellaneous items such as fines and traffic tickets are non-allowable expenses.

Board members must complete an expense claim form (supported by receipts, where required) to collect honoraria and expenses.

Background

Subsection 7(1) of *The Apprenticeship and Trade Certification Act, 2019*, states, “The Lieutenant Governor in Council shall determine the maximum remuneration and the maximum rate for reimbursement for expenses to be paid to members of the commission by the commission.”

Subsection 5(a) of *The Financial Administration Act, 1993*, allows Treasury Board to establish directives relating to administrative and management practices, including rates of remuneration and expenses for the Government of Saskatchewan and its public agencies. The Commission is designated as a Saskatchewan public agency and as such is subject to the orders and directives of Treasury Board.

There are three levels of responsibility – high, medium and moderate – for boards, commissions and committees. Treasury Board must approve initial establishment and subsequent changes to responsibility levels and compensation rates. The Commission Board has been approved as a high responsibility board. The Trade Boards, the Curriculum & Exam Development Boards, and the Trade Exam Boards have been approved as medium responsibility boards.

