

Updated April 2017

Objectives:

The objectives of the Policy on Remuneration and Compensation for the Chair and members of the Board are as follows:

- to offer remuneration that is comparable to that offered by other Crown corporations and that is in keeping with Privy Council Office guidelines;
- to attract, retain and motivate well-qualified appointees;
- to recognize the ongoing work undertaken by the Chair;
- to remunerate the Chair, Vice-Chair and members of the Board for all work and activities undertaken;
- to compensate the Chair, Vice-Chair and members of the Board for expenses incurred while exercising their duties.

Remuneration:

Remuneration is divided into two components:

- One component is an annual retainer paid to the Chair of the Board for various tasks of a general nature, notably those involving acquiring deeper understanding, analyzing and researching all issues and subjects of interest to the Corporation;
- One component is a per diem for the Chair of the Board, the Vice-Chair of the Board, Board committee chairs and Board members.

The per diem component aims to remunerate the specific contribution of the Chair of the Board, the Vice-Chair of the Board, Board committee chairs and Board members, particularly for the preparation, analysis and participation work required by Board meetings, Board committee meetings, or any other additional responsibility or activity that the Corporation assigns to a Board member. Participation refers to the activity in its broadest sense and covers all electronic means available.

Per diem remuneration also aims to reimburse Board members for travelling time, if the time required to travel between the meeting place and the place of residence exceeds three hours.

Per diem remuneration refers to a 24-hour calendar day, no matter how many hours are required by the activity worked.

Remuneration thresholds are based on the Privy Council Office Directive that applies to certain federal Crown Corporations.

Annual Retainer

Chair of the Board of Directors	
Yearly honorarium determined by the Governor in Council	<p>The annual retainer aims to remunerate the ongoing work performed by the Chair.</p> <p>The Corporation grants the Chair an annual retainer as remuneration for study, analysis and preparation work undertaken for Board meetings, for research and knowledge acquisition pertaining to current affairs and subjects of interest to the Corporation.</p>

Per diem Remuneration

Chair, Vice-Chair and Members of the Board ¹	
<p>Chair, Vice-Chair and Board members: \$310-\$375/day</p>	<p>These measures, taken together, aim to:</p> <ul style="list-style-type: none"> ▪ remunerate the specific contribution of the Chair, Vice-Chair and members of the Board; ▪ compensate for the inconvenience of travel. <p>Meetings: preparation and analysis</p> <p>Chair of the Board Concomitant with the annual retainer, the Corporation plans for the Chair of the Board one day's remuneration as compensation for required preparation and analysis activities prior to each Board meeting he/she chairs.</p> <p>Vice-Chair of the Board The Corporation plans for the Vice-Chair of the Board two days' remuneration as compensation for required preparation and analysis activities prior to each Board meeting.²</p> <p>Board committee chairs The Corporation plans for Board committee chairs three days' remuneration as compensation for required preparation and analysis activities prior to each Board meeting they chair.²</p> <p>Members The Corporation plans for Board members one day's remuneration as compensation for required preparation and analysis activities prior to each meeting.²</p> <p>The Corporation plans for members of the Audit and Finance committee two days' remuneration as compensation for required preparation and analysis activities prior to each meeting.²</p> <p>The Corporation plans for members of other Board committees one day's remuneration as compensation for required preparation and analysis activities prior to each meeting.²</p> <p>Meetings: participation The Corporation plans for the Chair, Vice-Chair and Board members one day's remuneration for each day in which they participate in Board meetings and Board committee meetings.</p> <p>Other The Corporation plans for one day's remuneration for all other tasks assigned to Board members, to the Vice-Chair, or tasks that the Chair is authorized to perform.</p> <p>The Corporation also plans for one day's remuneration for travelling time, if the time required to travel between the meeting place and the Chair's, Vice-Chair's or Board members' place of residence exceeds three hours.</p>

¹ As a member of the federal public administration, the Government Film Commissioner, ex-officio member, receives neither remuneration nor compensation.

² The days of preparation and analysis are not granted automatically. They are paid to the extent that they represent the work done. In all cases, members are entitled to a maximum of three days' pay for rewarding activities of preparations and analysis required.

Summary Table: Per diem Remuneration

Number of days required ³	Chair	Vice-Chair	Board and Board committee members
Meetings: Preparation and analysis			
Board of Directors	1 ⁴	2	1
Audit and Finance committee	3	N/A	2
Other Board committees	3	N/A	1
Meetings: Participation			
Board of Directors and Board committees	1	1	1
Other			
Other assigned tasks	1	1	1
Travelling > 3 hours	1	1	1

Compensation:

The Chair of the Board, the Vice-Chair of the Board and Board members may be required to incur travelling, living and hospitality expenses while carrying out their duties. The Corporation wishes to compensate them for these expenses. Compensation for these expenses is subject to the following policies and directives:

- The Corporation's Travel Policy;
- The Corporation's Hospitality, Conference, and Event Expenditures Policy;
- Special Travel Authorities of the Treasury Board Secretariat.

The following summarizes the key elements of each of these policies and directives:

- **Meals and incidental expenses:**
The Corporation pays per diem as provided for by the Treasury Board. However, the Chair of the Board, the Vice-Chair of the Board and Board members may claim actual, reasonable expenses accompanied by itemized receipts.⁵
- **Taxis and parking:**
The Corporation reimburses taxi and parking fees accompanied by itemized receipts.
- **Hotels:**
The Corporation reimburses accommodation expenses accompanied by itemized receipts. The Corporation recommends that, whenever possible, only establishments appearing on the [federal government's accommodation directory](#) be used. The Chair of the Board, the Vice-Chair of the Board and Board members may choose accommodations having a rate limit of "Above" with the following criteria: "Occupancy type – Single," "Room type – Guest room." The accommodation above the city limit rate must be justified in the travel request.
- **Travel by train, air and vehicle:**
The Corporation applies a Travel Policy, which is derived from the Treasury Board Secretariat's travel directive. For air travel, the standard is economy class; flight passes may be used if authorized by the Director, Administration and Corporate Services or by the Controller. Exceptions to the policy, such as business class air travel, must be authorized by the Director, Administration and Corporate Services or by the Controller.

The standard for train travel is the next highest class after economy class.

The standard for rental vehicles is mid-size; kilometric rates payable for use of a privately owned vehicle are set out in the Travel Policy.

³ The days of preparation and analysis are not granted automatically. They are paid to the extent that they represent the work done. In all cases, members are entitled to a maximum of three days' pay for rewarding activities of preparations and analysis required.

⁴ Board meetings: The Corporation remunerates the Chair for preparation and analysis work undertaken via the annual retainer and per diem remuneration.

⁵ Management believes that the compensation provided by the Treasury Board are fair and reasonable compensation for costs incurred by the members. However, on an exception basis, the actual and reasonable expenses incurred by members shall be reimbursed by the Corporation.

- **Hospitality expenses:**
The Corporation recognizes that the Chair of the Board, the Vice-Chair of the Board and Board members may incur expenses while engaged in hospitality activities. Expenses so incurred must comply with the Corporation's Hospitality, Conference, and Event Expenditures Policy and are subject to a prior authorization.

Other:

- To meet set objectives, this policy must be interpreted in a broad rather than restrictive sense.
- This policy is subject to annual review.