



Saskatchewan Rate Review Panel Remuneration and Expense Policy

Issue Date: October 22, 2002

Revised Date: January 20, 2016

Effective Date: January 1, 2009

Authority

The Crown Corporations Act, 1993, Section 6 (1) (j)
The Executive Government Administration Act, Section 15
Minister's Order, December 16, 2015

Applicability

The Policy applies to all members of the Saskatchewan Rate Review Panel (the Panel).

Policy Statements

Remuneration shall be paid to the Panel members as follows:

- A retainer of \$15,000 per annum and a per diem of \$900 per day for the Panel Chair while engaged in the work of the Panel;
- A retainer of \$10,000 per annum and a per diem of \$700 per day, or a per diem of \$900 per day when acting as Panel Chair, for the Vice-Panel Chair while engaged in the work of the Panel; and
- A retainer of \$10,000 per annum and a per diem of \$700 per day for the other members while engaged in the work of the Panel.

Panel members shall be reimbursed for actual travel, meal and other incidental expenses related to Panel business on an actual and reasonable basis, supported by detailed receipts.

Alcohol purchases by Panel members shall not be claimed without prior authorization from CIC.

Payment of remuneration, reimbursement and expenses incurred in the conduct and administration of Panel business shall be paid by CIC.

General Provisions

Remuneration and Expense Payment Rules

1. Retainers shall be automatically paid on a quarterly basis. Retainers are paid to compensate for Panel duties or activities for which a meeting fee is not payable, such as general preparation time including administration, phone calls, e-mail handling and time spent reviewing materials submitted by Crown corporations, consultants and presenters prior to and coincident with a rate review.
2. A full day meeting fee is payable for each full day (four hours or more) and shall include Panel meetings lasting longer than eight hours. A one-half day meeting fee is payable for each half day or part thereof (up to four hours) that a Panel member attends a Panel meeting.



3. A full day meeting fee is payable for each full day that a Panel member devotes to other Panel business, if the member has been authorized in writing to conduct such business by the Panel Chair or designate. A one-half day meeting fee is payable for each half day or part thereof that a Panel member devotes to other Panel business, if the member has been authorized in writing to conduct such business by the Panel Chair or designate.
4. A one-half day meeting fee is payable for conference call meetings of the Panel.
5. Panel members required to travel more than 50 kilometers one-way from their principal residence to attend a Panel meeting or to conduct Panel business are entitled to receive a travel fee. Where a Panel member travels for four hours or more, including the return trip, a travel fee equal to the Panel member's full day meeting fee is payable. Where a Panel member travels for less than four hours, including the return trip, a travel fee equal to one-half the Panel member's meeting fee is payable. The maximum travel fee payable is normally one (1) full day. In those exceptional circumstances where Panel members have traveled to participate in distinct back to back meetings (e.g. a business meeting combined with a public rate review meeting), scheduled by the Panel Chair and extending over more than one full day, the Panel Chair has the discretion to authorize any or all members attending such combined meetings to claim a travel fee for each event, as though the events were held separately.
6. When attending a professional development session approved by the Chair, Panel members are entitled to receive the same meeting fees and expenses they receive for attending a meeting of the Panel including registration fees, meeting fees and, if applicable, a travel fee.
7. Panel members who use their personal vehicles are entitled to receive per kilometer rates equivalent to the rates paid to CIC employees. Established CIC kilometer rates above the 54th latitude may be higher than the kilometer rates south of this latitude.
8. Rental Vehicles - Panel members should not rent a vehicle unless the cost of using taxi services exceeds the cost of vehicle rental.

Compact and intermediate vehicles are to be used unless three or more individuals are travelling together.

Collision Insurance - Additional vehicle rental collision coverage should be purchased through the rental agency if your personal credit card does not provide such coverage.

Third Party - Most personal credit card insurance only provides coverage for collision insurance and does not provide for third party liability coverage, therefore this insurance should always be purchased through the rental agency.

Additional vehicle rental insurance purchased through the rental agency will be reimbursed by CIC.

9. Airline Reservations - Economy Class shall be the approved class of travel.
10. Meals and other expenses related to Panel work will be reimbursed on an actual and reasonable basis supported by receipts and authorized by the Panel Chair or designate.
11. Expenses, meeting fees and travel fees are payable to Panel members who attend a business function (e.g., participating in a media announcement), if the Panel member has been authorized by the Panel Chair or designate to attend the function.



12. Panel member expense claims shall be submitted to the Panel Chair for authorization as soon as possible (generally once per month in those months that the expenses are incurred). The Chair's expense claims shall be submitted to the Vice-Panel Chair for authorization. Following authorization, all expense claims should be submitted to CIC for review, final approval and processing.
13. The Panel Chair, or designate, shall review all Panel member expense claims on a quarterly basis. Any Panel member concerns or questions regarding other Panel member expense claims should be forwarded for resolution to the Chair. CIC shall provide a summary of Panel member expenses to all Panel members on a quarterly basis.

Administrative Information:

Related CIC policy: *Saskatchewan Rate Review Panel Policy*, January 20, 2016

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Reviewed February 4, 2016