

Reimbursement of Board of Directors Expenses

COR-GOV-FOB-15751-09-01-2022

Manual	Cluster	Theme
Corporate	Governance	Fiduciary Obligations

Policy Preamble

Reference: Holland Bloorview Kids Rehabilitation Hospital By-Law No. 2017-1 Section 10. Remuneration of Directors

Policy Statement

It shall be the policy of the Board of Directors to provide reimbursement of reasonable expenses incurred by individual directors for Holland Bloorview Kids Rehabilitation Hospital in performance of their duties. No director will receive directly or indirectly any profit for that service from his/her office as director. An ex-officio director may receive remuneration for discharging the duties of his/her office, but not for serving as a director.

Procedure

1. Expense reports including original receipts shall be submitted by a director to the President & CEO for approval.
2. Reimbursement cheques shall be issued to the claimant by the Finance Department.

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To this end, claims for reimbursement of expenses by Directors shall be approved as follows:

1. Out of town travel costs, including mileage, parking, accommodation, and meals, where directed by the Board on behalf of Holland Bloorview Kids Rehabilitation Hospital,
2. Reasonable child care expenses for attendance at a meeting or an event where representation by directors of the Hospital is required,
3. Conference fees and course registration fees for which a director receives pre-approval from the Office of the President & CEO,
4. Other expenses e.g. meals, parking, transportation, incurred through the discharge of various duties assigned by the Chair of the Board of Directors and with the prior approval of the Chair,
5. Expenses are in accordance with the [*Broader Public Sector Accountability Act, 2010*](#) (Part IV – Expense Claims: Allowable Expenses) and the [*Broader Public Sector Expenses Directive 2020*](#).

Directors are expected to exercise prudence when making travel arrangements and incurring expenses in connection with their activities relating to Holland Bloorview Kids Rehabilitation Hospital.

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Non-redeemable expenses include alcohol (except for hospitality purposes), entertainment and recreational expenses, personal services, and parking violations.

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External Links

Attachments

Forms

Related Policies

Committee	Review Date
Governance Committee	28 April 2023

Policy Lead	Last Revised	Last Reviewed
Cherrell Williams	5 February 2024	6 February 2024

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