



Management Employees Pension Board Policies

Expense and Remuneration Policy

1. Policy

It is the policy of the Board that its members and Investment Committee members are provided with fair and reasonable remuneration and reimbursement for the expenses they incur while fulfilling their responsibilities on the Board or Committee of the Board. The Board believes in accountability, trust and transparency and will adhere to *the Government of Alberta's (GOA) Travel, Meal and Hospitality Expense Policy*, November 2015. Expenses related to Board Business (defined below) will be paid in accordance with *the GOA Travel, Meal and Hospitality Expense Policy (Appendix 1)* and, publically disclosed in accordance with the *GOA Public Sector Compensation and Transparency Act (PSCTA)*, December 11, 2015 and forthcoming regulation. Alberta Pensions Services Corporation (APS) will publish Board or Committee member remuneration and travel expenses to the Management Employees Pension Plan (MEPP) website on a quarterly basis, at the end of each quarter. APS will redact Board or Committee member's personal information in adherence with all privacy laws, *the GOA Public Disclosure of Travel and Expense Policy (Appendix 2)* and the MEPB List of Redacted items (**Appendix 3**).

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1.1 Remuneration

A Board or Committee member may receive remuneration from the pension fund for fulfilling their responsibilities as a member of the Board or a Committee if the member is not receiving remuneration from any other source (*Alberta Government Committee Remuneration Order Part A Schedule 1 (Appendix 4), as replaced from time to time*). Employees of the Government of Alberta and Alberta Union of Public Employees (AUPE) are not eligible for remuneration.

For Board authorized business, including Board and Committee meetings, eligible Board members will be remunerated according to the current Alberta Government Committee Remuneration Order. (*Public Sector Pension Plans (Legislative Provisions) Regulation Part 1 Section 7.1 (1)*) External Investment Committee members, if reinstated, will be remunerated at a rate equal to twice the amount payable to eligible Board members as outlined in the same Order (*Public Sector Pension Plans (Legislative Provisions) Regulation Part 1 Section 7.1 (2)*).

1.2 Other Board/Committee Business

For the purpose of claiming remuneration and expenses "Board Business" is defined as any function where the Board or Committee member is acting on the Board's behalf. Remuneration for Board Business is paid at the rates outlined in the Alberta Government Committee Remuneration Order. Board and Committee members are remunerated for Board Business in the same manner as for Board or Committee meetings, which may



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include preparation time (if appropriate, approved in advance by the Board and at the most cost effective form).

1.3 Expenses

Expenses related to Board meetings, Committee meetings, other Board Business and Education will be paid in accordance with *the GOA Travel, Meal and Hospitality Expense Policy (Appendix 1)* (if appropriate, approved in advance by the Board and at the most cost effective form).

1.4 Education

Board members will be reimbursed for course/seminar registration fees to a maximum of \$4,000 per calendar year. This excludes travel costs and other reasonable expenses, which are included as a separate item in the Board's budget.

As long as Board members are on Board business (meetings / conferences / seminars), they receive remuneration including allowance for per diems and travel time. Preparation time will not be provided for attending educational events.

Any Board member seeking reimbursement for course or seminar registration fees in excess of the amounts set out in this policy will require the Board's approval.

The Board believes that training and on-going development of Board members is important for the Board to efficiently and effectively meet these legislated objects.

1.5 Timing

Remuneration or expense claims are required to be submitted within the calendar year the expenses occurred, or 30 days thereafter.

1.6 Disclosure of Expenses

Board members remuneration and expenses, excluding educational courses and conference registration costs, will be publicly disclosed on a quarterly basis in accordance with *the GOA Public Disclosure of Travel and Expenses Policy (Appendix 2)*, the *Public Sector Compensation and Transparency Act* and the APS quarterly public disclosure schedule of Travel and Expenses.

2. Procedures

2.1 Remuneration

A Board or Committee member may receive remuneration from the pension fund for fulfilling their responsibilities as a member of the Board or a Committee if the member is not receiving remuneration from any other source (*Alberta Government Committee Remuneration Order Part A Schedule 1 (Appendix 4)*, as replaced from time to time). Employees of the Government of Alberta and Alberta Union of Public Employees (AUPE) are not eligible for remuneration.

For Board authorized business, including Board and Committee meetings, eligible Board members will be remunerated according to the current Alberta Government Committee Remuneration Order. (*Public Sector Pension Plans (Legislative Provisions) Regulation Part 1 Section 7.1 (1)*) External Investment Committee members will be remunerated at a rate equal to twice the amount payable to eligible Board members as outlined in the same Order (*Public Sector Pension Plans (Legislative Provisions) Regulation Part 1 Section 7.1 (2)*).



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2.2 Preparation Time

At the discretion of the Board, eligible Board or Committee members will receive remuneration for preparation time for each Board or Committee meeting, including other approved Board Business and fax/email polls, where applicable, at the rate equivalent to the duration of the Board or Committee meeting the member is preparing for. As per the Alberta Government Committee Remuneration Order External Investment Committee members are remunerated at twice the rate of other Board or Committee members.

2.3 Travel Time

Board or Committee members may be remunerated for travel time to and from meetings. When travel is required for a board or committee meetings, Board members may be remunerated at rates outlined in and in accordance with, the current Government of Alberta Committee Remuneration Order.

2.4 Meeting Time

Eligible Board and Committee members are remunerated for Board and Committee meetings at rates outlined in the current Government of Alberta Committee Remuneration Order. Meeting time may include participation in a regularly scheduled Board or Committee meeting as well as a Board or Committee meeting by teleconference. As per the MEPP Policy, external Investment Committee members are remunerated at twice the rate of the current Government Remuneration Order.

2.5 Taxation

Board or Committee members who receive remuneration will be issued a T4A tax form at calendar year end.

2.6 Expenses

*The GOA Travel, Meal and Hospitality Expense Policy (**Appendix 1**)* outlines the expenses allowable for Board and Committee members. If any Board or Committee member requires clarification on any item reference should be made to the attached Expenses Policy.

Board or Committee members shall be reimbursed for expenses associated with their participation in Board Business, upon approval of an expense claim with supporting documentation. Prior to approving any expense claim for a member's participation in Board Business which does not have prior approval, the Board Chair and /or Plan Board Manager should discuss any concerns with the member, and if necessary, consult the Board for advice.

2.7 Travel

Board or Committee members are reimbursed for travel, based on the most direct, practical, and cost-effective route and mode of transportation to reach a destination.

Proof of travel is required for reimbursement of airline expenses. Attendance at a Board or Committee meeting, hotel receipt at destination city, or a boarding pass from the trip is all considered sufficient proof. Other evidence, at the discretion of the Plan Board Manager and Chair, may be considered. Car rental expenses related to Board or Committee member meeting attendance will be reimbursed as per the rules for travel expenses claims identified in *the GOA's Travel, Meal and Hospitality Expense Policy (**Appendix 1**)*



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2.8 Meals

With receipts, Board or Committee members may claim the cost of the meal plus GST and a maximum 20% gratuity on the meal cost. Without receipts, Board members can claim the meal allowance as per the rules for meals' expenses claims identified in *the GOA's Travel, Meal and Hospitality Expense Policy (Appendix 1)*

Alcohol will not be approved as an expense.

2.9 Accommodation

With receipts, Board or Committee members travelling on Board Business may claim the actual cost of the room and applicable taxes. Without receipts, Board or Committee members may claim the accommodation allowance outlined in *the GOA's Travel, Meal and Hospitality Expense Policy (Appendix 1)*

Incidental Travel Expenses:

Board or Committee members may claim the personal expense allowance for each 24-hour period of travel.

For the full listing of allowable expenses, amounts and guidelines please refer to *the GOA's Travel, Meal and Hospitality Expense Policy (Appendix 1)*

3. Review

This Policy will be reviewed at least once every three years.