



**Canada's Drug Agency**  
**L'Agence des médicaments du Canada**  
Drugs. Health Technologies and Systems. Médicaments, technologies de la santé et systèmes.

# Remuneration of Board and Committee Members Policy

**Policy Number: BOD-07-22**

Effective/Revised Date: June 16, 2022

Review Period: Every 3 years

Version: 3.0



## Remuneration of Board and Committee Members Policy

### Definitions

In this policy document:

- **“Board”** means the organization’s Board of Directors
- **“Committees”** means the organization’s expert and advisory committees, as well as any ad hoc committees established by the organization’s to advise the Board or management on designated topics or issues.
- **“long events”** means virtual or in person meetings or education sessions of greater than two hours in duration.
- **“short events”** means virtual or in person meetings or education sessions of less than two hours in duration.

### Applicability

1. This policy applies to all Directors of the Board and all expert and advisory committee members.

### Purpose

2. This policy describes the type and quantity of remuneration Board and committee members are entitled to receive.

### Policy Statement

3. Remuneration is provided to compensate participants for lost income as a result of time spent travelling to, preparing for and participating in Board or committee meetings or conducting other Board or committee-related work.



### Description

4. Directors of Board or members of a committee are entitled to receive remuneration for time spent participating in the organization's business at the rates specified in the table below.

Member	Preparation	Travel	Long events	Short events	External Representation
Board & Board Committees	N/A	\$500/ day	\$500/ day*	\$100/ meeting	\$500/ day
Expert and Advisory Committees	\$140/ hour	\$70/ hour	\$140/ hour	\$140/ hour	N/A

\* Half-day meetings will be remunerated at \$250.

5. Directors of the Board or members of a committee who are employed by the federal, provincial or territorial government or by an organization that receives funding from a federal, provincial or territorial government are not entitled to receive remuneration from Canada's Drug Agency, with the exception of those who are not remunerated by their employer while participating in the organization's business. Directors and committee members eligible to receive remuneration may opt to decline it.
6. The Chairs of the Board and committees also receive a stipend in recognition of their frequent interactions with staff between meetings. The amount of the stipend provided to the Chair of the Board is determined by the Conference of Deputy Ministers of Health. The amount of the stipends provided to the Chairs of the organization's committees is approved by the President and CEO and reviewed periodically.
7. The organization is committed to supporting learning and educational opportunities for Board and committee members. Where opportunities are identified and encouraged for members, time spent in training will be remunerated using the rates identified above.

### Exceptions

8. Canada's Drug Agency is committed to promoting Diversity, Equity and Inclusion within its Board and committee membership. Exceptions to this policy are at the discretion of the President and CEO in recognition of the importance of giving and receiving as we build new relationships.



## Related Policies

9. Related CDA-AMC documents:
- Travel Policy

## Board of Director's Approval

10. Amendments to this policy are subject to approval of the Board of Directors.

## Policy Owner and Review Period

11. The Vice-President, Corporate Strategy and Services is responsible for overseeing the implementation of this policy. The policy will be reviewed every 3 years unless an earlier review is needed.

## Corporate Contact

Please direct any questions or requests for changes to this policy to the Vice President, Corporate Strategy and Services, at [meganashleebowes@cda-amc.ca](mailto:meganashleebowes@cda-amc.ca).

## Revision History Table

Section	Description of Changes	Prepared/ Updated By	Date
All	Introduced September 2013	Bill S.	September 2013
All	Revision approved by the Board		November 28, 2019
All	Policy review and template update approved by the Board	Liset S.	June 16, 2022
All	Policy template updated	Governance	December 18, 2023
All	Policy template updated	Governance	September 2024