

TECHNICAL SAFETY AUTHORITY OF SASKATCHEWAN
(called the “Authority”)

BY-LAW NO. 2
REMUNERATION OF MEMBERS

A By-law pursuant to s.7(2)(b) of *The Technical Safety Authority of Saskatchewan Act* relating generally to the remuneration and reimbursement for expenses of members of the Authority

CONTENTS:

One	- Interpretation
Two	- Repeal of Previous By-law
Three	- Remuneration Policy
Four	- Amendments
Five	- Notice
Six	- Effective Date

BE IT ENACTED as a By-law of the Authority as follows:

Section One
INTERPRETATION

1.01 **Definitions.** – In this By-law of the Authority, unless the context otherwise requires:

“**Act**” means *The Technical Safety Authority of Saskatchewan Act*, and any statute that may be substituted therefor, as amended;

“**Authority**” means the Technical Safety Authority of Saskatchewan established pursuant to s.3 of the Act, consisting of two persons appointed by the Lieutenant Governor in Council and not less than three and not more than eight other persons appointed by the existing Members;

“**Board**” means the board of directors of the Authority established pursuant to the Act, consisting of all those persons appointed as Members;

“**By-law**” means this By-law as amended and in force and effect;

“**Chairperson**” means the chairperson of the Board;

“**Effective Date**” means the date on which this By-law takes effect;

“**Member**” means a person who is appointed as a member of the Authority in accordance with the Act;

“Remuneration Policy” means the policy attached to this By-law as Schedule “A”;

Save as aforesaid, words and expressions defined in the Act have the same meanings when used in this By-law. Words importing the singular number include the plural and *vice versa*; words importing gender include the masculine, feminine and neuter genders; and words importing persons include individuals.

Section Two

REPEAL OF PREVIOUS BY-LAW

2.01 **Repeal.** – Authority By-law No. 2: Remuneration of Members that was previously enacted by the Board is hereby repealed, and replaced by this By-law.

Section Three

REMUNERATION POLICY

3.01 **Remuneration.** – Subject to the Act, Members of the Board are entitled to receive remuneration for their services and reimbursement of expenses incurred in the performance of their responsibilities as prescribed in the Remuneration Policy.

3.02 **Remuneration Policy Established.** –Pursuant to s.7(2)(b) of the Act, the Remuneration Policy is hereby established by the Authority and prescribes the rate of remuneration and rate of reimbursement of expenses for Members of the Board.

3.03 **In Force.** – The Remuneration Policy is in force as of the Effective Date of this By-law.

3.04 **Effective Period.** – The Remuneration Policy remains in force until this By-law is amended, repealed, or replaced.

Section Four

AMENDMENTS

4.01 **Amendment of By-law.** –The Board may amend or repeal this By-law in whole or in part from time to time by a two-thirds vote of the Members at any properly constituted meeting of the Board.

4.02 **Proposal of Amendments.** – At any properly constituted meeting of the Board, any Member may propose one or more amendments to this By-law.

Section Five
NOTICE

5.01 **Notice to Minister.** – The Board shall cause a copy of this By-law and the Remuneration Policy, or any amendment thereto, to be provided to the minister responsible for the Act within 30 days after it is made.

5.02 **Notice to Public.** – Subject to the Act, provided that a copy of this By-law and Remuneration Policy has first been provided to the minister in accordance with Section 5.01, the Board shall cause this By-law and any amendment thereto to be made public:

- (a) in any manner from time to time prescribed by the Act;
- (b) by posting a copy of this By-law or amendment thereto on a website maintained by the Authority; and
- (c) in the discretion of the Board, in such other manner that the Board considers appropriate to bring notice of this By-law or amendment to the attention of the public.

Section Six
EFFECTIVE DATE

6.01 **Effective Date.** – This By-law shall be effective upon adoption by resolution of the Board.

ENACTED by the Board the 20th day of September, 2012.

Original Signed by Robert Schutzman

Chairperson

TECHNICAL SAFETY AUTHORITY OF SASKATCHEWAN
(called the “Authority”)

REMUNERATION POLICY
(Schedule ‘A’ To Bylaw No.2)

This Remuneration Policy is established by Authority Bylaw No.2, Remuneration of Members.

1.0 Effective Date

1.1 This Remuneration Policy is effective as of October 1, 2012.

2.0 Prescribed Fees

2.1 The following fees are prescribed for each position at the rates specified:

Position Held	Annual Retainer Fee	Type “A” Fee (Less than 4 hours)	Type “B” Fee (4 hours or more)
Member	\$7,200	\$250	\$500
Board Chair	\$9,600	\$300	\$600
Committee Chair	\$8,400	\$275	\$550

3.0 Retainer Fees

3.1 Annual retainer fees shall be earned monthly and paid on a quarterly basis, at or near the end of each quarter. Retainer fees are paid to compensate for board duties or activities for which a meeting fee is not payable, such as time spent by members on the business of the Authority, administrative matters, or to prepare for board and committee meetings.

3.2 If a member is in office for less than a calendar year, the retainer fee payable to the member shall be pro-rated based on the number of days the member was in office.

3.2 If a member serves as board chair or a committee chair for less than a calendar year, the retainer fee payable to such member shall be pro-rated and paid at the board chair or committee chair rate for the number of days the member served as board chair or a committee chair and at the member rate for the balance of the year.

4.0 Meetings

4.1 Board members are entitled to receive fees for attendance at board meetings, committee meetings, and board training sessions, whether such attendance is in person, by telephone, or video conference.

4.02 A Type “A” Fee is payable for each such meeting lasting less than 4 hours, and a Type “B” Fee is payable for each such meeting lasting 4 hours or longer.

4.03 Board chair or committee chair rates are payable to the member performing the role of board chair at a board meeting or committee chair at a committee meeting.

4.04 If a committee meets on the same day as a board meeting is held, the committee members will be entitled to receive, in addition to a meeting fee for attending the board meeting, a Type “A” Fee for a committee meeting lasting less than 4 hours, or a Type “B” Fee for a committee meeting lasting 4 hours or longer, as applicable.

5.0 Authorized Business

5.05 Board members are entitled to receive fees for conducting such business or activities of the Authority as the board chair or designate may authorize in writing (including by email) from time to time.

5.06 A Type “A” Fee is payable for time spent on such authorized business lasting less than 4 hours, and a Type “B” Fee is payable for time spent on such authorized business lasting 4 hours or longer.

6.0 Travel

6.1 Board members who are required to travel more than 50 kilometres one-way from their principal residence to attend a board or committee meeting, a board training session, authorized business, or an authorized social event or business function, may receive a travel fee.

6.2 Where a board member travels for less than 4 hours including the return trip, a travel fee equal to a Type “A” Fee is payable. Where a board member travels for 4 hours or more including the return trip, a travel fee equal to a Type “B” Fee is payable.

7.0 Expenses

7.1 Board members who use their personal vehicles to attend a board or committee meeting, a board training session, to conduct authorized business, or to attend an authorized social event or business function are entitled to receive mileage expenses at per kilometre rates equivalent to the rates established by the Government of Saskatchewan Public Service Commission payable to out of scope employees from time to time.

7.2 Expenses incurred for other modes of transportation, such as airfare, taxi and parking fees, will be reimbursed on an actual and reasonable basis, supported by receipts.

7.3 Meals, accommodation, registration fees, and all other expenses related to board work will be reimbursed on an actual and reasonable basis, supported by receipts.

8.0 Administration

8.1 Subject to Section 8.2, all claims for compensation or reimbursement of expenses under this Policy shall be submitted to the Chairperson or designate for approval as soon as possible after the expense is incurred or the fee earned. All expense claims shall then be submitted to the Authority as directed by the Chairperson for review and processing.

8.2 All claims by the Chairperson for compensation or reimbursement of expenses under this Policy shall be submitted to the Vice-Chairperson or designate for approval as soon as possible after the expense is incurred or the fee earned. All expense claims by the Chairperson shall then be submitted to the Authority as directed by the Vice-Chairperson for review and processing.

8.3 The audit committee of the Authority shall review all directors' expenses on a quarterly basis. Any concerns or questions regarding a director's expense claim shall be forwarded for resolution to the chair of the board for consideration.