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Subject: Compensation Approval	Date Approved: October 16, 2012
Approved by: Board of Directors	Date Revised:
Specific to: Board of Directors, Management	Next Review Date: September 2017

Principle:

The principle underlying the policy is to ensure that the fiscal management of the corporation are within guidelines set out by the Ministry of Health and ensures transparent accountability with the Board of Directors.

Policy:

The budget approved by the Ministry of Health on an annual basis establishes the compensation for the personnel which include salaries and benefits. The Ministry allocates 20% of the salaries to be distributed for the purpose of benefits for staff including insurance, extended health benefits, and RRSP contributions.

At the end of each fiscal year, a review of the benefits spending is completed and if it falls below the 20% allotment, we disburse the unused portion to the staff via topping up RRSP employer contribution. Allocation of the unused benefit portion is based on the staff's individual salaries as a proportion of total salaries.

Any material change in the benefit package and compensation will be pre-approved by the Board of Directors.