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Subject: Compensation Approval	Date Approved: October 16, 2012
Approved by: Board of Directors	Date Revised: March 21, 2018
Specific to: Board of Directors, Management	Next Review Date: RETIRED APRIL 1, 2018

**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.

At the end of each fiscal year, a review of benefits spending is completed and if it falls below 23.9%, Management will review the unused portion for a potential distribution to the staff via topping up RRSP employer contribution as approved by the Board of Directors.

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.