



**Per Diems and Council and Committee Compensation & Expense Policy**

<b>DATE APPROVED BY COUNCIL</b>	October 29, 2021	<b>DATE LAST REVIEWED</b>	October 2021
<b>NEXT REVIEW DATE</b>	2022/2023	<b>PAGE #</b>	1 of 3

**Policy Statement**

The College provides professional members of Council and Committees with a per diem for work done on behalf of the College.

**Per Diem/Honoraria Rates**

<b>Role</b>	<b>Full Day (6 hours or more)</b>	<b>¾ day (4-6 hours)</b>	<b>½ day (2-4 hours)</b>	<b>¼ day (up to 2 hours)</b>
President or Committee Chair	\$350	\$262.50	\$175	\$86.50
Vice President	\$325	\$250	\$175	\$100
Councillor/committee member	\$300	\$225	\$150	\$75

**President’s Stipend**

The President’s stipend is paid at the annual rate of \$3,500 and will be paid monthly to the serving President to cover meetings with the Registrar, incidental time for telephone calls, emails, and other intermittent communication, based on an average of half a day per week being devoted to these activities.

**Meeting/Hearing Cancellations**

- a) If a meeting scheduled for one or more consecutive calendar or business days has commenced and concludes in less than the scheduled time, the full per diem for the consecutive days scheduled will be paid, unless at least 48 hours notice was given about the change in schedule (i.e., if a contested hearing changes to an uncontested hearing more than 48 hours before the hearing was scheduled to start).
- b) If a meeting is cancelled before it has commenced, but less than 48 hours before it would have commenced, the per diem is paid in full, as though the meeting had gone ahead as scheduled.
- c) If a scheduled meeting is cancelled with more than 48 hours notice, no per diem is paid.

**Preparation Time for Meetings**

Preparation time for meeting and teleconference per diems are payable in quarter day increments, up to the duration of the actual meeting, teleconference, or pre-hearing conference. Unless pre-approved, the time payable for preparation shall not exceed the time scheduled for the meeting.

### **Deliberations and Decision Writing**

Meetings involving deliberations of a panel will be considered as a scheduled meeting.

Decision writing per diems are payable in half day increments to the Chair or other panel members of the Discipline Committee and Fitness to Practise Committee who write a decision after a hearing. The maximum allowable is one full day per diem per one day of meeting/hearing.

### **Travel Time**

Travel time per diem claims must be included with the expense claim and are payable to all members as follows:

- a) travel of more than 40km, one way, for College business, a half day per diem is payable;
- b) travel outside of Ontario on College business, a per diem for actual travel time is payable in half day increments.

### **Rate for Extended Travel Time**

When travel time is required for College business, the College will pay \$125 to members whose return trip involves over 500 kilometres of travel. This amount is in addition to actual travel expenses (claimed on the Travel Expenses Claim Form). Extended travel is to be claimed as an honoraria/per diem as it is a taxable benefit.

### **Educational Sessions**

Only educational sessions directly related to the business of the College are eligible for reimbursement of a per diem. Members wishing to attend any educational activity such as a conference, workshop or seminar, must first submit a request for payment of honoraria and expenses to the Registrar for approval.

### **Speaking Engagements**

Requests for honoraria and expenses for speaking engagements related to the business of the College may be claimed, with prior approval, where the host organization does not provide coverage of expenses for guest speakers.

No member shall represent themselves as a representative of the College unless specifically authorized by the President and/or the Registrar.

## **Expenses**

Reimbursement of necessary and reasonable expenses incurred in conducting the business of the College will be paid in accordance with this policy. Both Council and non-council members of committees are entitled to reimbursement of reasonable expenses

### *Travel*

Travel will be reimbursed for the most economical means of transportation.

Mileage can be claimed where the distance travelled from the member's residence to the meeting site is greater than 40km one way. The mileage rate currently in effect is 0.50 cents per kilometre. Receipts are not required if a personally owned vehicle is used.

All travel outside Ontario must be approved by the Registrar.

### *Parking*

Reasonable charges for parking are reimbursable.

### *Accommodation*

Accommodation is not provided to members who reside within a 40km radius of the meeting site.

Members who require overnight accommodation will be reimbursed up to \$400 per night.

If a member chooses to use private accommodation in place of a commercial hotel room, \$25.00 per night will be paid.

### *Meals*

Where meals are not provided as part of a meeting, a member may claim a daily maximum of \$50 for meals.

Receipts are not required.

## **General**

1. All submissions for remuneration will be reviewed by the Registrar or designate prior to payment.
2. Submissions for remuneration should be submitted monthly to the College, and should only include claims related to that month.
3. Submissions for remuneration must be submitted to the College in the budgetary year in which they were incurred.
4. College staff will prepare and distribute T4As to all members in February for tax purposes.
5. Per diem rates will be reviewed annually.