



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

<b>DATE APPROVED BY COUNCIL</b>	October 28, 2022	<b>DATE LAST REVIEWED</b>	February 2023
<b>NEXT REVIEW DATE</b>	2023/2024	<b>PAGE #</b>	1 of 4

**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 (more than 6 hours)</b>	<b>¾ day (4-6 hours)</b>	<b>½ day (2-4 hours)</b>	<b>¼ day (up to 2 hours)</b>
President, Committee Chair or Panel Chair	\$350	\$262.50	\$175	\$87.50
Vice President	\$325	\$243.75	\$162.50	\$81.25
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 40 kilometres, one way, for College business, a quarter day per diem is payable;
- b) travel outside of Ontario on College business, a per diem for actual travel time is payable in quarter 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. Travel by air or train requires pre-approval by the Registrar. Receipts are required.

Mileage can be claimed where the distance travelled from the member's residence to the meeting site is greater than 40 kilometres 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. Receipts must be submitted with the expense form.

### Accommodation

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

Members who require overnight accommodation in the City of Toronto must book a room at the DoubleTree Hilton, 108 Chestnut St, Toronto, ON M5G 1R3, where the College has preferred rates:

- \$199/night during low season – January, February, March, November and December
- \$219/night during high season – all other months

If the DoubleTree is fully booked, the Registrar has the discretion to approve reimbursement for a stay at an alternate hotel and/or at a higher rate, provided it has been approved in advance of being booked.

Members who are on pre-approved College business and who require overnight accommodation in another location, other than the City of Toronto, will be reimbursed up to \$200.00 per night. The Registrar has discretion to approve reimbursement at a higher rate, provided it has been approved in advance of being booked.

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 the following amounts:

- \$10 for breakfast
- \$15 for lunch
- \$30 for dinner

No meals or meal reimbursements are provided for virtual meetings.

Receipts are not required.

### **Timing of Expense Submissions**

Submissions for remuneration must be submitted monthly to the College, and must only include claims incurred in that month.

Submissions for remuneration must be submitted to the College in the budgetary year in which they were incurred. Any claims submitted for expenses from another budgetary year will not be paid by the College.

Any claims submitted within six months of being incurred, in the same budgetary year, may be paid by the College at the sole discretion of the Registrar.

### **Expense Form**

Members must use the online expense form to submit claims for reimbursement. The form should include as much detail as possible about the meeting, including file number (if applicable) and whether preparation time is being claimed.

### **General**

1. All submissions for remuneration will be reviewed by the Registrar or designate prior to payment.
2. College staff will prepare and distribute T4As to all members in February for tax purposes.
3. Per diem rates will be reviewed annually.