

BRIEFING NOTE

TO: Council

FROM: Executive Committee

DATE: October 1, 2018

SUBJECT: Policy on Honoraria and Expenses for Council and Committee Members

ATTACHED: Appendix A) Current Policy – tracked changes (mark-up)
Appendix B) Current Policy – tracked changes (clean copy)

Purpose: To update the Policy on Honoraria and Expenses for Council and Committee.

Background:

The Policy on Honoraria and Expenses for Council and Committee was last updated September 28, 2015. Since that time, there have been some common issues identified by a number of council and appointed members. Attached is a revised draft policy which seeks to address these issues.

For Consideration:

The remuneration issues that have arisen and Executive Committee recommendations are outlined in the chart below:

Policy Section	Issue	Recommendation
Section 2 – Honoraria	The current honoraria rates for members have remained the same for over 12 years, which may not be reflective of average professional member industry rates. While College participation is a not-for-profit endeavor, the current honoraria rates may not reflect fair a compensation schedule and may pose a barrier to professional member participation.	That the honoraria for all positions be increased. (Refer to the amended schedule chart in section 2.1 of policy)

Policy Section	Issue	Recommendation
Section 2.1 – Attendance at Meetings	From time to time, Council and Committee meetings finish earlier than scheduled. Under the existing policy, members are only paid an honoraria for actual meeting times. In this instance, a member may have already allotted a specific amount of time to College business and would be unable to attend to other commitments, potentially incurring a loss.	That the policy be amended to allow for members to claim honoraria for the scheduled meeting times instead of actual meeting times, unless the scheduled meeting time is exceeded. (Refer to section 2.1 of policy)
Section 2.4 – Cancellation of Meetings	Under the current policy, when meetings are cancelled, members receive different amounts of honoraria, under different conditions, depending on the type of meeting cancelled. There is also no provision under the current policy to compensate a member for travel time initiated when a meeting is suddenly cancelled.	<p>For simplicity and fairness, that remuneration be consistent, and that members be permitted to claim 100% of the per diem for scheduled time regardless of meeting type. The Executive Committee requests that Council consider the appropriate amount of time that a meeting be cancelled before this would be applied (ie. 1, 2, 3 days).</p> <p>The Executive Committee further recommends that members be permitted to claim travel time if travel occurred within 24 hours of scheduled meeting time.</p>
Section 3.4 – Expense Claims Forms	Canada Revenue Agency (CRA) requires that employment taxes (CPP and EI) be deducted from member per diem payments for the period of time in which it was worked. To ensure compliance with CRA rules, it is imperative that all member honoraria claims for any given year be received by the College by December 31 of that year.	In order to meet the organization's obligations, that claims for honoraria must be submitted by December 31.

Recommendation/Action Required:

Executive Committee recommends that Council consider and approve the draft amended Policy on Honoraria and Expenses, once it has determined the appropriate amount of time that a meeting be cancelled before a per diem is applied (under Section 2.4 – Cancellation of Meetings).

APPENDIX A



College of Opticians of Ontario Policy on Payment of Honoraria and Expenses for Council and Committee Members¹

1. Introduction

This policy sets out the honoraria and remuneration payable by the College to Council and committee members for attending meetings or otherwise conducting the business of the College.

2. Honoraria

2.1 Attendance at Meetings

— An honorarium shall be paid on a per diem basis to Council and committee members for attendance at meetings as follows. Scheduled meeting time versus actual meeting time is to be claimed. If the scheduled meeting time is exceeded, actual meeting time shall prevail.

Position	Criteria	Per Diem Rate:
President/Chair of the Executive Committee	<ul style="list-style-type: none"> Presiding at meetings of the Council and the Executive Committee Representing the College at external meetings Honorarium shall be provided for participation in committee meetings at Committee Member rates 	Day: \$350.00 400.00 ¾ Day: \$262.50 300.00 ½ Day: \$175.00 200.00 ¼ Day: \$87.50 100.00
Vice-President/Vice-Chair of the Executive Committee	<ul style="list-style-type: none"> Attending meetings of the Council and the Executive Committee Representing the College at external meetings Honorarium shall be provided for participation in committee meetings at Committee Member rates When acting in the capacity of President/Chair the per diem rates for that position shall apply 	Day: \$300.00 350.00 ¾ Day: \$225.00 262.50 ½ Day: \$150.00 175.00 ¼ Day: \$75.00 87.50
Committee Chair	<ul style="list-style-type: none"> Presiding at meetings of the committee for which he or she has been designated as Chair Honorarium shall be provided for participation in committee meetings at Committee Member rates 	Day: \$300.00 350.00 ¾ Day: \$225.00 262.50 ½ Day: \$150.00 175.00 ¼ Day: \$75.00 87.50
Committee Vice-Chair	<ul style="list-style-type: none"> Attending committee meetings for which he or she has been designated as Vice Chair When acting in the capacity of committee Chair the per diem rates for that position shall apply Honorarium shall be provided for participation in committee meetings at Committee Member rates 	Day: \$275.00 325.00 ¾ Day: \$206.25 243.75 ½ Day: \$137.50 162.50 ¼ Day: \$68.75 81.25

¹ This policy does not apply to persons appointed by the Lieutenant Governor-in-Council

Position	Criteria	Per Diem Rate:
Council and Committee Members	<ul style="list-style-type: none"> Attending at Council or committee meetings Attending ad hoc or working group meetings training sessions, workshops or conferences Writing decisions, in the case of members of the Inquiries, Complaints and Reports and Discipline Committees. Preparation time for all meetings of the Council or Committees. 	Day: \$250.00 <u>\$300.00</u> ¾ Day: \$187.50 <u>\$225.00</u> ½ Day: \$125.00 <u>\$150.00</u> ¼ Day: \$62.50 <u>\$75.00</u>

Notes: 1 Day = ~~+ 6.05~~ hrs.
 ¾ Day = ~~4.05~~ – ≤ 6 hrs.
 ½ Day = ~~2.05~~ – ≤ 4 hrs.
 ¼ Day = ~~0–~~ ≤ 2 hrs.

2.2 Preparation Time

Remuneration for the time required in preparing for meetings of the Council or committees of the Council shall be calculated at the Committee Member rate [as per the schedule](#).

Preparation time for meetings is to be discussed and agreed to by the Committee at the end of each meeting with the Committee Chair acting as the final arbiter.

2.3 Ongoing Committee/Council Work

Remuneration for work completed outside of regular Council or committee meetings is to be tracked by individual members and once the maximum limit for one-quarter day (2 hours) is reached an expense claim may be submitted for the time worked.

2.4 Cancellation of Meetings

Where a Council or committee member is scheduled to attend a meeting of the College for which a per diem is normally paid and the meeting is cancelled by the College, remuneration may be claimed as follows:

100% of the per diem for the scheduled meeting time, when meetings are cancelled with less than **[1 or 2 or 3]** days' notice.

Commented [MW1]: For Council to decide

No remuneration will be provided if meetings are cancelled more than **[x]** days before the published date of the meeting.

Commented [MW2]: For Council to decide

*Travel time will only be covered where travel actually occurred within 24 hours of the scheduled meeting time.

Meeting	Conditions	Allowable Claim
Council	Meetings cancelled three business days or less prior to the published date of the meeting	50 % of the per diem for a full day meeting No remuneration will be provided if meetings are cancelled more than three days before the published date of the meeting.
Committee or Working Group Meetings	Meetings cancelled two business days or less prior to the published date of the meeting	50% of the per diem for a full day meeting No remuneration will be provided if meetings are cancelled more than two days before the published date of the meeting.
Discipline Hearings	Hearing cancelled three business days or less prior to the scheduled hearing date	100% of the per diem for a full day meeting No remuneration will be provided if meetings are cancelled more than three days before the published date of the meeting.

2.5 Travel Time Honorarium

Where travel to a meeting exceeds a distance of 150 km one way, a travel time honorarium equal to the applicable per diem rate for one visit will be provided, calculated at the Committee Member rate of [\\$250 as per the schedule](#). Only one travel time honorarium will be paid for each visit, except in exceptional circumstances and with prior approval of the College.

3. Expenses

3.1 Meal Allowance

- (i) Meal expenses incurred for attending meetings or conducting the business of the college will be reimbursed to a maximum of \$60.00 per day. This amount is inclusive of tips and HST.
- (ii) The cost of alcoholic beverages is not an allowable expense.
- (iii) Meal expenses cannot be claimed where the College provides meals.
- (iv) Meal allowance is provided for personal meals only.

3.2 Accommodation

Council and Committee members should make all reasonable efforts to obtain hotel or alternate accommodations at the lowest rate available. Private accommodation will be reimbursed at a rate of \$50.00 per night provided an explanation (i.e., staying with a friend or relative) is included on the expense claims form.

Cost of accommodations will not be provided to members who reside within 45 kilometers of the meeting location except in exceptional circumstances.

3.3 Travel Expense

Personal vehicle use will be compensated at \$0.54 per kilometer. The College will reimburse reasonable claims for air, train, bus, parking, rental cars and taxis where circumstances warrant.

3.4 Expense Claims Forms

As set out above, all expense claims must include an itemized receipt for each expense that is being claimed. Itemized receipts may be scanned and submitted via e-mail with an electronic claim. In the event that a receipt is lost or misplaced, the member shall attach a signed explanation for the expense to the claims form. It is recommended that a separate expense claim form be submitted for each meeting being claimed.

Expense claims must be received within 60 days of the date of the meeting being claimed. Any claims submitted more than sixty days following the meeting being claimed for may be forwarded to the Finance Committee for approval.

For CRA purposes, claims for work completed in December in any year must be received by December 31 of that year. Claims for honoraria submitted after December 31 will not be paid.

APPENDIX B



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Vice-President/Vice-Chair of the Executive Committee	<ul style="list-style-type: none">Attending meetings of the Council and the Executive CommitteeRepresenting the College at external meetingsHonorarium shall be provided for participation in committee meetings at Committee Member ratesWhen acting in the capacity of President/Chair the per diem rates for that position shall apply	Day: \$350.00 ¾ Day: \$262.50 ½ Day: \$175.00 ¼ Day: \$87.50
Committee Chair	<ul style="list-style-type: none">Presiding at meetings of the committee for which he or she has been designated as ChairHonorarium shall be provided for participation in committee meetings at Committee Member rates	Day: \$350.00 ¾ Day: \$262.50 ½ Day: \$175.00 ¼ Day: \$87.50
Committee Vice-Chair	<ul style="list-style-type: none">Attending committee meetings for which he or she has been designated as Vice ChairWhen acting in the capacity of committee Chair the per diem rates for that position shall applyHonorarium shall be provided for participation in committee meetings at Committee Member rates	Day: \$325.00 ¾ Day: \$243.75 ½ Day: \$162.50 ¼ Day: \$81.25

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Position	Criteria	Per Diem Rate:
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