

BRIEFING NOTE

TO: Council

FROM: Executive Committee

DATE: May 28, 2019

SUBJECT: 16.0 Policy on Honoraria and Expenses for Council and Committee Members

ATTACHED: Current Policy – tracked changes (mark-up)

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

For Consideration:

The Policy on Honoraria and Expenses for Council and Committee was last updated by Council on October 1, 2018. The current policy indicates that meal expenses will be reimbursed to \$60, which includes tip and HST.

The College is reimbursed for any HST paid, including board member expenses. In light of this, board members have requested that the policy be amended such that HST would not be inclusive in the \$60 meal expense limit.

The tracked changes honoraria policy is attached, which includes the following amendment:

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, not including HST. This amount is inclusive of tips.**

The revised policy was considered at the Executive Committee meeting on May 13, 2019. The Executive Committee recommends that Council approve the honoraria policy as amended.

Recommendation:

To approve the Policy on Honoraria and Expenses for Council and Committee Members, as amended.

**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, whichever is longer. 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: \$400.00 $\frac{3}{4}$ Day: \$300.00 $\frac{1}{2}$ Day: \$200.00 $\frac{1}{4}$ Day: \$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: \$350.00 $\frac{3}{4}$ Day: \$262.50 $\frac{1}{2}$ Day: \$175.00 $\frac{1}{4}$ 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 Chair Honorarium shall be provided for participation in committee meetings at Committee Member rates 	Day: \$350.00 $\frac{3}{4}$ Day: \$262.50 $\frac{1}{2}$ Day: \$175.00 $\frac{1}{4}$ 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 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: \$325.00 $\frac{3}{4}$ Day: \$243.75 $\frac{1}{2}$ Day: \$162.50 $\frac{1}{4}$ Day: \$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:	\$300.00
		$\frac{3}{4}$ Day:	\$225.00
		$\frac{1}{2}$ Day:	\$150.00
		$\frac{1}{4}$ Day:	\$75.00

Notes:

- 1 Day = > 6 hrs.
- $\frac{3}{4}$ Day = 4 to < 6 hrs.
- $\frac{1}{2}$ Day = 2 to < 4 hrs.
- $\frac{1}{4}$ Day = 0 to < 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 48 hours notice.

No remuneration will be provided if meetings are cancelled more than 49 hours before the published date of the meeting.

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

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 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, not including HST. 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.