

Board, Committee and Working Group Remuneration and Expense Policy

September 1, 2022

Remuneration Policy

Board, committee and working group members contribute by providing service, leadership, and expertise to enable the College to fulfill its mandate.

The Finance, Audit and Risk Committee has responsibility to review the *Remuneration and Expense Policy* at least every two years. The Board will review the policy upon recommendation of the Finance, Audit and Risk Committee.

The Finance, Audit and Risk Committee will monitor the administration of the policy on behalf of the Board.

Remuneration

Board

The Board Chair and Board Members will be remunerated through an annual retainer, recognizing the commitment to their role on the Board and the preparation and time required of them throughout the year.

Board Chair and Board Members will receive annual retainers as follows:

- Board Chair \$30,000
- Board Member \$12,000

This retainer remunerates the Board Members for their attendance at all regular and special meetings, workshops and training sessions including preparation time for and travel to such meetings and for any other services and attendance that may be required throughout the year.

The remuneration for the Board Chair also recognizes the work required of the Chair throughout the year in addition to the above noted services.

Committee and Working Group Members

The College recognizes the various contributions of committee and working group members.

Such contributions will be remunerated through fixed rates based on time spent.

Committee and working group members will receive remuneration as follows:

Remuneration will be paid at the rate of:

- \$750 for a full day (after four hours and up to eight hours)
- \$375 for a half day (two to four hours)
- \$90 per hour (under two hours)

Remuneration for attending meetings will be determined based on attendance record kept by the Committee support staff. It will not be necessary to submit claims for attending Committee meetings.

In addition to the annual Board retainer, Board members who are appointed to a Committee will receive remuneration for Committee meetings as noted above.

In addition to remuneration for attending meetings, Committee Chairs, Vice and Acting Committee Chairs will be remunerated at the rates specified above for time spent preparing for meetings such as preparation of agendas, reports, and presentations to the Committee, including related discussions with College staff. A claim must be filed within 30 days. Under certain circumstances, late claims must be approved by the Finance, Audit and Risk Committee at the next scheduled meeting of the Committee.

Board remuneration will be reported on a T4 slip annually. Committee remuneration will be reported annually on a T4A slip as Fee for Services.

Travel Time

See below under travel expense.

Meeting Cancellation

In the event of a meeting cancellation within five (5) business days, remuneration will be provided for attendance at the cancelled meeting.

Hearing Cancellation

In the event of a hearing cancellation within five (5) business days, remuneration will be provided for a maximum of two (2) days. If more than 5 business days notice is provided, no

remuneration will be provided.

Expense Policy

To be eligible for reimbursement, expenses must be items covered by this *Expense Policy* and in the spirit of this policy be reasonable in the circumstances.

Expenses must be itemized and accompanied by original, itemized receipts, claimed on “Expense Claim Form” and submitted within thirty (30) days of the event.

Preapproval by the Registrar is required for expenditures over \$2,000.

The Registrar, assisted by staff, will administer the *Expense Policy* ensuring claims are consistent with the policy.

Travel

Travel time does not qualify for remuneration. Travel should be by the most appropriate and cost-effective means in the circumstances.

Air

Except for trips where the use of a motor vehicle is more economical, the most economical airfare should be booked. Fares requiring reservations to be made in advance should be used where possible if more economical. If staying overnight on Saturday means that the reduction in airfare will exceed extra hotel and meal costs, doing so is encouraged with no remuneration for extra travel time. The support person for each committee shall assist in scheduling travel if requested.

On flights involving more than four hours of travel, or with more than one leg in the flight, those approved by the Board Chair may book business class seats.

Personal Vehicle

Mileage will be paid at a rate established in accordance with relevant section(s) of the *Income Tax Regulations* issued from time to time by Canada Revenue Agency. Mileage claims shall not exceed the cost of economy airfare plus ground transportation for the distance involved.

Ground Transportation

Reimbursement will be paid for travel to and from airports, hotel, residence, and meetings.

If a person chooses to stay at a hotel other than the one recommended by the College (where rooms are available), the reimbursement for transportation from the hotel to the meeting will not exceed the transportation costs to and from the recommended hotel to the meeting, plus any savings from the lower hotel rate.

Parking

As required for personal vehicle.

Accommodation

The College qualifies for government room rates for accommodation, subject to availability. Meeting participants are expected to stay at the recommended hotel at the government rate, if available, or may stay at a hotel that offers an equivalent or lower room rate. If an individual chooses to stay at a hotel with a higher room rate, the maximum reimbursement will be the available government rate. Hotel accommodation will be reimbursed for those who cannot arrive and/or depart on the day of the meeting. Hotel accommodation shall not be reimbursed where the person resides within fifty (50) kilometers of the place of attendance or meeting, unless that person is required to attend on two or more consecutive days.

Meals

Meals and gratuities shall be reimbursed up to the following maximums for in-person meetings:

- Breakfast \$30.00 (including tax and gratuities)
- Lunch \$35.00 (including tax and gratuities)
- Dinner \$55.00 (including tax and gratuities)

If a meal is provided, no reimbursement will be provided for that meal.

Alcoholic beverages will not be reimbursed. For trips outside Canada, pre-approval may be requested from the Registrar for variance from the above listed amounts.

Telephone

Reimbursement shall cover the cost of local and long-distance telephone charges for business purposes.

Non-Receipted Expenses

Non-receipted expenses such as gratuities and parking, to a maximum of \$10.00 per day, may be claimed without receipts, but with explanation, when incurred on business.

Not Paid

Expenses for such things as movies, health club fees, sports fees, laundry, alcoholic beverages, mini-bar, or charges for family members or guests are not eligible for reimbursement.

Event Attendance

Expenses relating to attendance at stakeholder and networking events are not reimbursable unless specifically approved by the Board. It would be reasonable that the Board Chair as an official spokesperson for the College may have to attend some functions with their significant other. Reimbursement for such expenses shall be determined on a case-by-case basis.

Late Claims or Missing Receipts

Late claims or claims with missing receipts must be approved by the Finance, Audit and Risk Committee at the next scheduled meeting of the Committee.