

Per Diem and Honoraria Remuneration of Council and Committee Members

Background

Members of CRPO who serve on Council or its committees will receive remuneration for attendance at and preparation for the transaction of College business. Articles 9.02 and 12.08 of the CRPO's [By-laws](#) state that the amounts for remuneration shall be set by resolution of Council and published on the College's website.

Policy

Members who prepare for and attend meetings respecting College business will be paid an honorarium in accordance with the following rates and conditions.

Rates for Attendance

The per diem for attendance for the President or a committee chair, when acting in that capacity, is \$300.

The per diem for attendance for all other members is \$225.

- The per diem for attendance is payable according to the following schedule:
- The full per diem is payable when the meeting is more than six hours long.
- Three quarters of the per diem is payable when the meeting is greater than four and up to six hours long.
- One half of the per diem is payable when the meeting is greater than two and up to four hours long.
- One quarter of the per diem is payable when the meeting is two hours or less.

Only one per diem payment for attendance is payable to a member per calendar day.

Rates for Preparation

Preparation time for each scheduled meeting is payable in quarter day increments of the per diem of \$225. The time payable for preparation shall not exceed the time scheduled for the meeting.

President's Annual Honorarium

The President shall receive an annual honorarium of \$3000, paid in installments at the end of each quarter.

Rate for Extended Travel Time

When travel time is required as a component of transacting 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 on the Honoraria Claim Form.

Procedure and Guidelines

1. Council and committee members shall submit their per diem claims on a form provided by the College.
2. Submissions for remuneration must be submitted to the College within forty-five (45) days of the meeting/event.
3. All submissions for remuneration will be reviewed for approval by the Registrar prior to payment.
4. Meetings involving deliberations of a panel will be considered as a scheduled meeting. Decision writing will be paid in hourly increments of the regular Council member rate, with the time allotment designated by the panel chair.
5. Other than for Council meetings, committee meetings, hearings and decision writing, all claims for remuneration for conducting College business must be pre- approved by the Registrar.
6. Where a scheduled meeting is canceled without notice of at least 48 hours, members expected to attend are entitled to request and receive a maximum of one half the per diem.
7. College staff will prepare and distribute T4s to all members in February for government tax purposes.
8. Per diem rates will be reviewed annually.