

Type of policy: Operations	Approved by: Council
Date approved: March 25, 2021	Next review date: March 2022
Amendment Dates: November 20, 2020	

Per Diem and Honoraria Remuneration of Council and Committee Members

Purpose: The purpose of the policy is to establish and articulate the approach and process for compensation of professional Council members.

Policy Statement: Professional members of CRPO's Council or its committees will receive remuneration for attendance at and preparation for the transaction of College business.

Policy Applicable to: Elected professional members of Council and committees and appointed non-Council committee members.

Legal Authority: 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.

Procedure

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/panel chair, when chairing a meeting,¹ is \$340.

The per diem for attendance for all other members is \$255.

A per diem is interpreted as the amount payable for work periods in excess of three hours; when less than three hours of work is involved, one-half of the established per diem rate will be paid.

Only one per diem payment for attendance is payable to a member per calendar day for one meeting; however, if two different committees² meet on the same day, attendance is payable separately for each meeting.

Rates for Preparation

Preparation time for each scheduled meeting is payable at a one to one ratio to the meeting time. Per diem is interpreted as the amount payable for work periods in excess of three hours; when less than three hours of work is involved, one-half of the established per diem rate will be paid of the per diem of \$255.

Unless pre-approved, the time payable for preparation shall not exceed the time scheduled for the meeting. In exceptional cases where additional preparation is required, the Committee or panel chair will be required to advise staff of this fact prior to the meeting date.

¹ That is, formally calling the meeting to order, facilitating discussion, etc.

² Or Council plus a committee.

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 as it is a taxable benefit.

President's Annual Honorarium

The President shall receive an annual honorarium of \$3400, paid in installments following monthly submission by the President.

Guidelines

1. Council and committee members shall submit their per diem claims on a platform provided by the College.
2. Submissions for remuneration for each month must be submitted to the College within three (3) days following the end of that month, and only include claims related to that month.³ Claims for each month shall be consolidated into one submission.⁴
3. All submissions for remuneration will be reviewed for approval by the Registrar or designate prior to payment.
4. Meetings involving deliberations of a panel will be considered as a scheduled meeting.
5. Review of panel decisions by the chair or a designate will be paid in hourly increments of the regular Council member rate, with the time allotment designated by the panel chair and totaled by month.
6. Discipline decision writing will be paid in hourly increments of the regular Council member rate, with the time allotment designated by the panel chair.
7. Review of formal motions in writing (e.g. approval of minutes, appointment of an investigator), will be paid as one half-hour increment of the regular Council member rate.
8. Other than for Council meetings, committee meetings, panel meetings, formal CRPO presentations, hearings and decision writing, and College mandated orientation and professional development, all claims for remuneration for conducting College business must be pre- approved by the Registrar.⁵
9. 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.
10. College staff will prepare and distribute T4As to all members in February for government tax purposes.
11. Per diem rates will be reviewed annually.

³ For example, immediately following the end of May, submit claims for May only, not for April or June.

⁴ That is, do not submit more than once per month.

⁵ The following activities will be considered as part of meeting preparation time or of the public service aspect of one's role, and will not normally be pre-approved for a stand-alone remuneration claim: meeting scheduling, agenda or meeting planning, appointing a panel, directing legal procedures under legislation (e.g. concerning complaints and discipline), drafting or reviewing reports for Council or annual report; discussions with advisors or consultants, responding to stakeholder concerns.