

4.10 COUNCIL AND COMMITTEE STIPEND AND EXPENSES

Council members shall be paid an honorarium and reimbursed for reasonable expenses incurred in the conduct of Council-authorized College business.

- 4.10.1. All remunerations for public members on CDHO's Council will be governed by the guidelines issued by the Health Board Secretariat and are not covered in this policy.
- 4.10.2. The stipulations that follow apply to those persons who are: (a) Dental Hygienists duly elected to Council by the registrants of the College, (b) Dental Hygienists selected to serve on Council according to the bylaws.
 - 4.10.2.1. Remunerations for persons not covered above, or whose remuneration is to be calculated differently, will either have their remuneration outlined in the enabling motion passed by Council or through decision by the Executive Committee or at the discretion of the Registrar.

Per Diem

- 4.10.3. A per diem is an honorarium in recognition of the contribution to CDHO and its registrants. This per diem is not a salary nor is it to be considered salary replacement. A T4A is issued for taxation purposes.
- 4.10.4. Daily per diem rates are set as follows:
 - Member of Council or Committee (basic) -\$300.00
 - Chair of Committee -Member + 25%
 - President of Council -Member + 40%
 - Vice-President of Council -Member + 25%
 - 4.10.4.1. The maximum claim for any one calendar day is one day's per diem.
 - 4.10.4.2. The supplemented rate for the Committee Chair can only be claimed when the individual is assuming the role of Chair at a committee meeting; it cannot be claimed when attending a meeting as a member of another committee or attending a Council meeting.
 - 4.10.4.3. The supplemented rate for the Chair and Vice Chair roles is recognition for the extra responsibilities inherent in these roles including preparing the agenda, chairing the meeting, writing reports to Council and preparing information for the Annual Report. The President and Vice-President are reimbursed at the supplemented rate for Council and Executive Meetings and any other occasion when they act as an official representative of the College.
- 4.10.5. Per Diem is paid for attendance at any face-to-face meeting to conduct Council or Committee business. It is also paid for participating in properly constituted telephone or electronic meetings at the rate of one hour units, where one unit equals 1/8 day.

- 4.10.5.1. A “day” means within a calendar date (12:01 a.m. – midnight).
- 4.10.5.2. The minutes of any meeting wherein a per diem may be claimed must record those in attendance and the times of Call to Order and Adjournment. These records will be the official base for per diem claims.
- 4.10.5.3. When a scheduled meeting is cancelled within five (5) business days of the meeting, a claim for one day’s per diem may be allowed at the discretion of the President.
- 4.10.6. When a member is so authorized by Council or pre-approved by the President to represent the College, the regular per diem and expense stipulation will apply. Any additional honorarium, if offered, must be declined or endorsed over to CDHO; small non-monetary tokens of appreciation are exempted.

Preparation Time

- 4.10.7. An honorarium for approved preparation time, when approved, shall be paid on the follow basis: ¼ day = \$25.00; ½ day = \$50.00; 1 day = \$100.00
- 4.10.7.1. Committee Chairs must poll Committee members as to the time spent preparing for their meeting and come to a consensus. Following the meeting, the Chair must request approval from the President for preparation time. The Chair is responsible to advise Committee members for the approved amount of preparation time that may be claimed.
- 4.10.7.1.1. Preparation time is paid at the discretion of the President. The President will inform the Registrar and Director of Corporate Services of any amounts approved at the time of approval.

Travel Time

- 4.10.8. Travel time of \$200.00 will be paid per meeting for a round-trip to conduct Council business, when a Council member must travel more than 2 hours, one-way, regardless of when the travel is undertaken.

Expenses

- 4.10.9. Travel expenses eligible to be reimbursed:
- Air: Economy class round trip by the most direct route or most feasible under the circumstances, including ground transportation from home or office to and from the airport.
 - Train: VIA 1 class round trip by the most direct route including ground transportation from home or office, to and from the railway station.
 - Mileage: 50 cents per kilometre as long as the total mileage to be claimed does not exceed the cost of Air or Train as described in the preceding two bulleted statements, without prior approval of the President.
 - Parking and taxi expenses are reimbursed as per receipt. Receipt for taxi can include gratuity.

- Public Transportation will be reimbursed as per standard fare. Receipts must include documentation showing route and cost associated with it.
- 4.10.10. Expenses for hotel accommodation will be reimbursed when the distance from the home residence to the meeting location exceeds 45 km. Council members are expected to make their own reservations and secure the best rate possible. Reimbursement is based on single room rate to \$250.00 per night (excluding taxes) maximum.
- 4.10.10.1. The President may authorize reimbursement of hotel expense in the event of consecutive days of required meeting attendance regardless of the distance to the meeting from home residence.
 - 4.10.10.2. Hotel accommodation will not be reimbursed for the night before an afternoon meeting unless pre-authorized by the President.
 - 4.10.10.3. The President may pre-approve reimbursement of hotel accommodation in excess of the \$250 per night maximum in the event accommodation is unavailable at less than the maximum, or in the event of special circumstances, e.g. meetings held in cities where hotel rates exceed those in Toronto.
- 4.10.11. Expenses for meals will be reimbursed at the actual cost to a daily maximum of \$90 where the maximum total amount for breakfast and lunch is \$40.00, and the maximum amount for dinner is \$50.00. Receipts inclusive of tax and tip must be submitted with the expense claim form. Expenses for alcoholic beverages will not be reimbursed.
- 4.10.12. Expenses incurred for gratuities will be reimbursed to a maximum of 10.00 per day for expenses other than gratuities included in receipts for meals and taxis. Examples for gratuities are hotel room, valet parking, bell person gratuities.
- 4.10.13. Incidental receipted expenses for telephone, fax, postage, photocopying, courier, etc. and costs for related College business are eligible for reimbursement.
- 4.10.14. Non-refundable expenses incurred in advance of a cancelled meeting may be claimed for reimbursement but must be accompanied by receipts and a detailed explanation.
- 4.10.15. Individually purchased travel insurance is not eligible to be reimbursed. The College carries travel insurance that covers those traveling on CDHO official business including loss of life and disability insurance.
- 4.10.16. Expenses being reimbursed by another source shall not be eligible for reimbursement by the College.

Claims

- 4.10.17. Receipts are required in support of all expense claims. Claimants are expected to be cost conscious at all times.
- 4.10.18. Claims are to be submitted within 30 days following the dates of the events upon which the claims are based. All claims for a fiscal year must be received for processing within 15 days of the close of that fiscal year, i.e. December 15th.

- 4.10.19. Claims will be processed within 30 days; same day payment is not to be expected. Direct deposit is available if Individuals submit a voided cheque.
- 4.10.20. A member may apply to the Registrar for consideration of early reimbursement or an advance of funds to be used towards travel. Per diems will not be paid in advance. The Registrar's decision will be at her/his discretion.