

## **Guidelines for Remuneration of Professional Council and Non-Council Members' Per Diem and Expenses** (Effective January 1, 2016)

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### **A. Principles**

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1. The CDHO will pay a per diem and expenses for the time expended and expenses incurred by all persons performing authorized College business.
2. A per diem is made available as an honorarium in recognition of the contribution provided to CDHO and its registrants. This per diem is not a salary nor is it to be considered salary replacement. A T4 will be provided for taxation purposes.
3. The per diem is based on attendance at a meeting or other authorized activity.
4. The maximum claim for any one calendar day is one day's per diem.
5. Receipts are required in support of all expense claims.
6. All claimants are expected to be cost conscious at all times.

### **B. General**

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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.
2. Expenses related to Council and Committee activities are allocated to the governance budget.
3. 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.
  - (c) Dental Hygienists selected as non-Council members or in other capacities.
4. 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.

## C. Per Diem

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### I. Rates

The daily rates when fulfilling the following roles are:

(a) Member of Council or Committee (basic)	-\$300.00
(b) Chair of Committee	-Member + 25%
(c) President of Council	-Member + 40%
(d) Vice-President of Council	-Member + 25%

**NOTE:** the additional compensation **for the Chair of the Committee**, is to be claimed only when the individual is assuming the Chair **at a committee meeting** and not when they are attending a meeting as a member of **another** committee or at a **Council meeting**. The additional compensation is in recognition of the extra responsibilities inherent in the duties related to being Chair or Vice Chair including: preparing the agenda, chairing the meeting, writing the reports to Council and preparing the information for the Annual Report. *The President and Vice-President are reimbursed at the additional rate for Council and Executive Meetings or on any other occasions when they are acting as the official representative of the College.*

### 2. Per Diem Conditions

- (a) Attendance at any face-to-face meeting to conduct Council or Committee business.

For participating in any properly constituted telephone or electronic meeting.

- units of 1 hour = 1/8 day

- all units = 1/8 day

- (b) A “day” means within a calendar date (12:01 a.m. – midnight).
- (c) The minutes of all meetings wherein a per diem may be claimed must show those in attendance, the times of Call to Order and Adjournment. These records will be the official base for per diem claims.
- (d) When a scheduled meeting is cancelled within five (5) business days of the meeting, a claim for one day’s per diem may be allowable at the discretion of the President.

Preparation time will be paid at the discretion of the President. The Committee Chair will seek approval from the President for prep time prior to the meeting day and will advise Committee members of the approved amount of prep time that may be claimed. The President will inform the Registrar of any amounts approved at the time of approval.

Prep time may be approved for the following amounts:

¼ day = \$25.00

½ day = \$50.00

1 day = \$100.00

- (e) Where travel to and from College meetings **necessitates** travel on the day before or after the meeting (i.e. travel on another day is *unavoidable*) the College will pay for “travel time”. To qualify for “travel time”, the Council Member must travel more than two (2) hours to the meeting site from home. If travel is possible on the day of the meeting, it must not be arranged for another day (before or after). If travel is undertaken early or postponed for personal reasons, “travel time” cannot be claimed. In all cases, regardless of the duration of the trip, the applicable payment is based on the basic per diem, pro-rated to actual time traveled to a **maximum of four (4) hours per meeting**.

## D. Expenses

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### 1. Travel

- (a) **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.
- (b) **Train** VIA 1 class round trip by the most direct route including ground transportation from home or office, to and from the railway station.
- (c) **Car** 50 cents per kilometre but total not to exceed (a) or (b) above without prior approval of the Registrar.
- (d) **Parking** As per receipt.
- (e) **Taxi** As per receipt.
- (f) **Public Transportation** Standard fare – no receipt required.

### 2. Accommodation

Hotel costs will be paid at regular room rates to a maximum of \$250.00 per night (excluding taxes) for one person where

- (a) the home residence is in excess of 45 kilometres from the meeting centre;
- (b) there is a night between consecutive days of attendance regardless of distance from home if authorized by the President;
- (c) hotel accommodation will not be reimbursed for the night before an afternoon meeting unless authorized by the President;
- (d) Council members are expected to make their own accommodation reservations and to secure the best rate possible;
- (e) Subject to pre-approval by the President and under special circumstances where a hotel room is unavailable for a rate of \$250.00 or less per night, costs above may be covered. Council members are encouraged to find the best rate available, however, it is recognized that some meetings may be held in cities where hotel rates are higher than in Toronto.

### 3. Meals

(a) Actual costs for meals may be claimed to a maximum of \$90:

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|------|-------------------|---------|
| (i)  | Breakfast & Lunch | \$40.00 |
| (ii) | Dinner            | \$50.00 |

All receipts must accompany expense claim form and include tax and tip.

(b) Bar bills and alcoholic beverages are not to be included.

### 4. Gratuities

Limit is \$10.00 per day for expenses other than meals and taxis which are to be covered in the receipts.

### 5. Incidental Costs

Claims for telephone, fax, postage, photocopying, courier, etc., costs for related College business are eligible for reimbursement with receipts.

### 6. Cancelled Meetings

If non-refundable expenses have been incurred in regards to a cancelled meeting (see C2) these may be claimed for reimbursement but must be accompanied by receipts and a detailed explanation.

### 7. Insurance

The College carries travel insurance coverage for those traveling on CDHO official business. The policy provides for loss of life or disability.

### 8. Other Sources

Reimbursement shall not be made by the College when payment is being received from another source for the same expense.

### 9. Visits to Societies

Council members representing electoral districts may claim per diems and expenses as approved by the President on an individual basis for attendance at society meetings, provided that the Council member's name appears on the meeting agenda. Pre-approval from the President is required.

## 10. Attendance on Behalf of CDHO

- (a) When a member is so authorized by Council or policy to represent the College, the regular per diem and expense stipulation will apply.
- (b) At such time any additional honorarium, if offered, must be declined or endorsed over to CDHO, except for small non-monetary tokens of appreciation.

## E. Claiming Process

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- (a) Claims shall be submitted within a **reasonable** time following the dates of the events upon which the claims are based.
- (b) Same day payments are not to be expected.
- (c) Direct payment option available with voided cheque submitted.
- (d) Processing will be within 30 days.
- (e) All claims for a fiscal year **must** be received for processing within 15 days of the close of that fiscal year (i.e. December 15<sup>th</sup> each year).

## F. Exceptional Circumstances

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- (a) A member may apply to the Registrar for consideration of early reimbursement or an advance of funds used towards travel.
- (b) Early reimbursement is not intended to include per diems.
- (c) Where the Registrar's discretion is sought, the decision of the Registrar is final.

## G. Amendments

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- (a) This policy is to be reviewed bi-annually by the Executive Committee.
- (b) Proposed amendments are to be circulated to all members of Council in a timely manner prior to any meeting where formal ratification would occur.

*Updated September 25, 2015*