



**THE DISTRICT OF THUNDER BAY SOCIAL SERVICES
ADMINISTRATION BOARD**

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SOCIAL SERVICES ADMINISTRATION BOARD**

BOARD REPORT

DATE PREPARED	January 10, 2012	REPORT NO.: 2012-03
MEETING DATE	January 19, 2012	TBDSSAB File No.: 410.03
SUBJECT	Board Remuneration Policy	

REPORT SUMMARY

To provide recommendations regarding the method of Board remuneration and a proposed rate structure.

BACKGROUND

Honoraria for Members of the TBDSSAB Board of Directors have been paid based on attendance at meetings. From the inception of The District of Thunder Bay Social Services Administration Board (TBDSSAB or the Board) in 1999 until 2007, the honoraria was \$100 per meeting attended, this included regular, special and committee meetings as well as attendance at conferences. A review of the rate was conducted in 2006 with a memorandum presented to the Board recommending significant increases in the honoraria rate based on the work involved and with reference to honoraria rates of other jurisdictions. The Board, at that time, chose to institute a modest increase to \$125 effective January 2007, the first increase since 1999, however did add a \$100 per month stipend for the position of Chair and \$50 stipend for the Vice Chair when they assume the role of Chair.

There was no allowance provided for travel time that might be required the day before or after a meeting or conference, however past practice has been for Board Members to claim for a travel day at the rate of \$125, which is equivalent to attendance at one meeting.

There has been confusion at times over what constitutes a meeting for the purpose of earning honoraria, although the current policy appears to be clear on that subject. Under strict interpretation of the policy there was also no allowance provided for Board Member attendance as a guest to a committee meeting or other TBDSSAB event. Past practice has been mixed with some Board Members claiming the meeting honoraria under this circumstance and others choosing not to. There has also been inconsistency in past practice where some Board Members claim two

separate meeting honoraria for two consecutive meetings and others have chosen not to.

COMMENTS

A significant amount of time is devoted by Board Members to prepare for and attend Board meetings due to the complex nature of TBDSSAB's business. In addition, there are often duties required outside of meeting responsibilities that require the attention of Board Members, such as the continuous responsibility to read communications from Administration. These additional responsibilities are significantly greater for the Board Chair and to a lesser extent the Committee Chairs.

Since there are responsibilities arising outside of the Board and committee meetings, it would be reasonable to consider compensation for these duties through a monthly stipend.

Options

Option 1

A flat monthly rate would be provided to Board Members, with a higher rate to the Chair. Under this option, there would be no additional payments for committee meetings, special meetings or attendance at other functions, conferences, or meetings.

Based on a review of the rates that other DSSABs that use this method, a monthly rate of \$300 is suggested for Board members with the monthly rate for the Chair, or any Member assuming the duties of Chair, suggested at \$500.

Pros:

- Ease of administration, Members would only have to file claims for travel expenses where applicable.
- No delays in processing honoraria through payroll as it could be set up as the norm in the system (to be overridden if attendance became an issue per the *DSSAB Act*).

Cons:

- Board Members are paid the same regardless of involvement in committees and other Board-sanctioned conferences and functions.

Option 2

Similar to Option 1, a flat monthly rate paid to Board Members with a higher rate for the Chair recommended. However, the flat rate would be lower than Option 1, with an additional amount provided for each committee meeting or conference day attended. Under this option a flat monthly rate of \$250 is suggested (\$400 for the Chair), plus \$100 provided for each committee meeting or conference day attended. Approval of the Board would be required for remuneration for meetings other than Board meetings, committee meetings or conferences.

A travel rate of \$50 for each day of travel that is considered necessary, the day before or after a Board approved conference or education session, is recommended under this option.

A Committee Chair rate of \$50 for the Client Services Committee, Service System Planning Committee, Audit Committee, and any Special Committee should be considered for each Committee meeting, or for any member assuming the duties of Chair at the Committee meeting.

Pros:

- Would recognize the additional time required by those Board Members that sit on committees.

Cons:

- Slightly more administrative work required than under Option 1, however no additional work versus current situation.

Option 3

Continue current method of honoraria earned based on meeting attendance with an adjustment to reflect the Consumer Price Index (CPI) change since the current rates were established in late 2006. With the recognition of CPI, rates would be \$140 (\$125 currently) per meeting or for each day's attendance at a Board approved conference or education session. The Chair would receive a flat monthly rate of \$110 (\$100 currently) in addition to the meeting attendance honoraria.

In addition, it is recommended that the remuneration for travel days to attend Board approved conferences and education sessions be limited to \$50 for travel the day before and/or after a meeting where necessary in the circumstances.

Pros:

- Recognizes CPI increase since last change to honorarium rates.
- Recognizes attendance at all meetings.

Cons:

- Level of compensation does not reflect time required to prepare for meetings.

CONCLUSION

It is concluded that the current policy regarding Board remuneration should be revised as per the attached draft and that compensation should recognize the responsibilities that Board Members have regardless of meeting attendance. Also that, due to the time and effort required to be prepared for and to participate at committee meetings, conferences and education events, additional compensation is necessary. Therefore, Administration recommends that Option 2 be considered by the Board.

RECOMMENDATION

THAT with respect to Report No. 2012-03 (Corporate Services), we recommend that Option 2 be initiated by Administration, effective January 19, 2012;

AND THAT TBDSSAB Policy No. 02-008 is hereby superseded;

AND THAT the Board Remuneration Policy No. BD-02-01 be approved;

AND THAT any necessary By-law be presented to the Board.

REFERENCE MATERIALS ATTACHED

Attachment #1: NOSDA Honoraria Summary

Attachment #2: Draft Remuneration for Board Members Policy

PREPARED BY:	William (Bill) Bradica, Director - Corporate Services Division Melissa Harrison, Chief Administrative Officer The District of Thunder Bay Social Services Administration Board
APPROVED BY:	Melissa Harrison, Chief Administrative Officer The District of Thunder Bay Social Services Administration Board
SUBMITTED BY:	Melissa Harrison, Chief Administrative Officer The District of Thunder Bay Social Services Administration Board

POLICY & PROCEDURE MANUAL

SECTION

BOARD

SUBJECT

REMUNERATION FOR BOARD MEMBERS**Authority***Municipal Act, s. 283***Intent of Policy**

To authorize the payment of honoraria to Board Members who attend approved functions on behalf of the Thunder Bay DSSAB, and to compensate the Board and other Committee Chairs for time spent fulfilling administrative responsibilities.

Policy

The Thunder Bay DSSAB will pay honorariums to each of its Board Members who have been approved to attend conferences and board meetings on its behalf in accordance with the Standards of Application set out herein.

The Thunder Bay DSSAB will further compensate the Chair and other Committee Chairs of the Thunder Bay DSSAB for time spent on administrative responsibilities in accordance with the Standards of Application set out herein.

Standards of Application**1. Board Member Monthly Honorarium**

- a. Board Members shall be paid a monthly honorarium of \$250, except as outlined in item 3 - Board Executive, below.

2. Unincorporated Member

- a. The Ministry of Community and Social Services, (the Ministry), will cost-share honoraria for representatives of unincorporated areas where the individual has lost income for the days related to travel and attending meetings of the Thunder Bay DSSAB or, where the lack of honoraria will result in hardship for the individual.

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3. Board Executive

- a. The Thunder Bay DSSAB will provide remuneration to the Chair for performing administrative duties on behalf of the Board at the rate of \$400 per month.
- b. The Thunder Bay DSSAB will provide remuneration to the Vice-Chair or other Board Member for any time he/she performs the duties of the Chair at the rate of \$400 per month. When this occurs, the Chair is paid the Board Member regular monthly honorarium of \$250.

4. Board Committees

- a. Board Members will be paid an honorarium of \$100 for each committee meeting attended.
- b. Board Members appointed to Chair a meeting of the Board's Client Services Committee, Service System Planning Committee, Audit Committee, or any Special Committee will be paid an additional honorarium of \$50 for each committee meeting.
- c. Board Members attending Committee meetings as guests, unless specifically invited by the Committee, are not eligible for an honorarium. (per Policy No. BD-01 - Board Committees)
- d. Committee meetings which occur continuous with a Board meeting and do not exceed 1 hour in length are not considered as separate meetings for the purpose of earning honoraria.

5. Conferences and Education

- a. Board members will be paid an honorarium of \$100 for each day of attendance at a Board approved conference or education session.
- b. Board members will be paid an honorarium of \$50 for each travel day before and/or after attendance at a Board approved conference or education session.

6. Other Circumstances

- a. Board members will be paid an honorarium of \$100 for each day of attendance at other functions approved by the Board Chair.

7. Reporting of Yearly Expenses to Municipalities

In accordance with s. 283 of the *Municipal Act*, the Thunder Bay DSSAB shall submit to municipal treasurers the annual itemized statement of remuneration and expenses paid in the preceding year to any member of their municipal

IMPLEMENTATION/BOARD
APPROVAL DATE:

January 19, 2012

REVISION DATE(S)

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Council appointed to serve as a member of the Thunder Bay DSSAB [see Policy No. 02.009 - Statements of Remuneration & Expenses].

Procedures

1. Board Members will claim expenses [see Board Policy No. 02-007 – Allowable Expenses] and honoraria using the Business Expense Claim form or Travel Claim Form, as required.
2. All Board Members shall submit their Business Expense Claims for honoraria within thirty (30) days of attending the approved conference or committee meeting.
3. Board Members will receive a \$250 compensation rate on a monthly basis. The Chair, or designate, will receive a \$400 compensation rate on a monthly basis. All other honorarium claims as outlined in this policy will be added when submitted on the Business Expense Claim Form.

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NOSDA Honoraria Summary(MARCH, 2011)

Below please find the REVISED 2011 Summary of Honoraria paid by NOSDA members to their Board representatives. Also included is Manitoulin-Sudbury's Sample By-Law for information. Please identify any errors or omissions, so we can keep this up-to-date. Chris Stewart, Executive Coordinator

DSSAB/CMSM	Chair	Vice-Chair	Board Members	Committee Meetings Ad Hoc Committee Task Force Participation	Compensation paid for meetings which exceed time limit	Conference Call rate
Algoma	\$500/month	\$425/month	\$350.00/month	\$100 per committee meeting attended	Meetings which exceed 5 hours in length will result in a payment at Chair's rate	Same as regular meeting.
Cochrane	\$180/month	\$125/meeting	\$125/meeting	Attendance at conventions or training events is recognized at the regular meeting rate		\$25/conference call
Kenora	\$2,000/annum (\$166 per month) plus \$110/day for F2F Board/committees meetings and Board approved conferences, workshops, meetings	No Vice Chair as of 2010	\$1,000/annum (\$83 per month) plus \$110/day for F2F Board/committee meetings and Board approved conferences,			\$55/teleconference

DSSAB/CMSM	Chair	Vice-Chair	Board Members	Committee Meetings Ad Hoc Committee Task Force Participation	Compensation paid for meetings which exceed time limit	Conference Call rate
Manitoulin-Sudbury All New Effective Jan 1, 2011	\$300/month	NONE	workshops, meetings. \$25 month	Chairperson of a committee \$100/month while committee is active. Meetings Attended *Board including committee meetings on Board meeting Day \$125.00	NONE	\$25
Nipissing	\$400/ month for Regular Board Meeting and \$75/month for Executive Committee.	\$300/month for Regular Board Meeting and \$75/month for Executive Committee.	\$250/month for Regular Board Meetings and \$75 for any Executive Standing Committee Members.	Ad Hoc Committee and Task Force participation will be paid \$50 for actual meetings attended.		
Parry Sound	\$500/mth plus \$170/board mtg. Regular board rate of \$100 applies to other mtgs attended in the mth.	\$135/per board meeting Regular board rate of \$100 applies to other meetings attended in the month.	\$110/meeting	-committee meetings held immediately prior or after a regular board meeting is at 75% of regular rate -committee meetings are at regular rate unless	-More than 4 hours in length \$165 -meetings held prior to 4:00 rate is \$135	\$25

DSSAB/CMSM	Chair	Vice-Chair	Board Members	Committee Meetings Ad Hoc Committee Task Force Participation	Compensation paid for meetings which exceed time limit	Conference Call rate
Sault Ste. Marie	\$500/month plus \$125/per meeting in excess of four	\$90/meeting plus \$35/meeting that the position of Chair is assumed	\$90/meeting	above		
Thunder Bay	\$100/month plus \$125/meeting	\$125/meeting plus \$50/meeting that the position of Chair is assumed	\$125/board meeting	\$125/subcommittee meeting	No additional compensation	Same as regular meeting
Timiskaming	\$200 per month plus \$250 per month for attendance at Board meetings. Additional payment of \$125.00 for attending Committee meetings	\$100 per month plus \$250 per month for attendance at Board meetings. Additional payment of \$125.00 for attending Committee meetings	\$250.00 per month for Board meetings (regardless of number and additional \$125 meeting for attending Committee meetings	\$125. for attendance at Committee Meetings	If the meeting lasts 5.5 hours the meeting rate is \$175	