



	<b>REPORT NO.: 2018-17</b>
<b>MEETING DATE: MARCH 15, 2018</b>	<b>DATE PREPARED: FEBRUARY 23, 2018</b>
<b>SUBJECT: FIRST REPORT – OPTIONS FOR BOARD MEMBERS REMUNERATION</b>	

**RECOMMENDATION**

THAT with respect to Report No. 2018-17, (CAO's Office), we, The District of Thunder Bay Social Services Administration Board (the Board), approve the receipt of the First Report – Options for Board Members Remuneration.

AND THAT the Board direct Administration to prepare a report with recommend changes to the existing Remuneration for Board Members Policy to be presented at the May 2018 Board meeting.

**REPORT SUMMARY**

To provide the Board with information relative to revising the rate structure of the Remuneration for Board Members policy that will come into effect on January 1, 2019 and to seek direction for this endeavour.

**BACKGROUND**

During the January 2018 Board Meeting, the Board requested Administration review remuneration for Board Members of other DSSAB Boards and report back at a future Board Meeting in 2018. The Board also requested Administration to review remuneration for Board Members and Community Members participating on Advisory Tables.

The existing Remuneration for Board Members Policy authorizes the payment of honoraria to Board Members as follows:

***Monthly Honorarium***

Board Members are paid a monthly honorarium of \$250 and the Board Chair receives a monthly honorarium of \$400.

***Board Committees***

Board Members are paid an honorarium of \$100 for each committee meeting attended. Board Members appointed to Chair a meeting of the Board's Client

Services Committee, Service System Planning Committee, Audit Committee, or any Special Committee are paid an additional of \$50 for each committee meeting.

***Conferences, Education and Other Circumstances***

Board Members and the Board Chair are paid an honorarium of \$100 for each day of attendance at a Board approved conference or education session and other functions approved by the Board Chair.

***Advisory Tables***

There is no remuneration for participation on Advisory Tables.

***Allowable Expenses – Travel and Business Expenses***

All other claim expenses are outlined in Policy No. CS-02-85 – Allowable Expenses.

**COMMENTS**

Board Members are required to devote a significant amount time 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, including the responsibility to read communications from Administration. These additional responsibilities are substantively greater for the Board Chair. In recognition of these responsibilities, it would be reasonable to review the monthly honorarium rate for the Board Chair and Board Members every four (4) years to ensure that they are compensated appropriately. The existing rate schedule was established and approved in 2012.

An honorarium is defined as "voluntary payment for services without a normal fee". If an honorarium is paid to a Board or Committee Member for duties related to their office, the payment is not subject to EI premiums, however is subject to CPP contributions. The honorarium is reported in Box 14 of the T4 slip.

Administration completed a review and comparison of Board of Directors remuneration from other DSSAB Boards. A summary of remuneration comparison is enclosed. Please note that the other DSSABs classify Advisory Tables as Committee meetings. Administration can further extend the Board remuneration comparison by contacting municipalities and local organizations.

In order to verify that Board remuneration is appropriate, Administration requires an estimate of the time required per month for TBDSSAB business by each Board Members and the Board Chair. Administration can send out a survey to all Board Members to collect this information.

**FINANCIAL IMPLICATIONS**



The details of financial implications would be explored and presented in a subsequent report for the Board to review.

**CONCLUSION**

It is concluded that Administration will review the Remuneration for Board Members Policy to ensure that Board Members are recognized and compensated for the time and effort required to prepare for and attend Board Meetings. Administration will also include a recommendation for Board Members and Community Members for participation on Advisory Tables. A report with recommendations, including housekeeping items, will come back to the Board for approval.

**REFERENCE MATERIALS ATTACHED**

- Attachment #1: Policy No. BRD-01-82 – Remuneration for Board Members
- Attachment #2: Policy No. CS-02-85 – Allowable Expenses
- Attachment #3: Procedure No. CS-02-85-01 – Allowable Expenses
- Attachment #4: DSSAB Honoraria Summary

<b>PREPARED BY:</b>	Roxanne Brunelle, Manager, Human Resources The District of Thunder Bay Social Services Administration Board
<b>APPROVED / SIGNATURE:</b>	
	William (Bill) Bradica, Chief Administrative Officer The District of Thunder Bay Social Services Administration Board
<b>SUBMITTED / SIGNATURE:</b>	
	William (Bill) Bradica, Chief Administrative Officer The District of Thunder Bay Social Services Administration Board

**POLICY**

## 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 District of Thunder Bay Social Services Administration Board (TBDSSAB), and to compensate the Board and other Committee Chairs for time spent fulfilling administrative responsibilities.

**POLICY**

TBDSSAB 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.

TBDSSAB will further compensate the Chair and other Committee Chairs of the TBDSSAB 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 TBDSSAB or, where the lack of honoraria will result in hardship for the individual.

## SECTION

**BOARD**

## SUBJECT

**REMUNERATION FOR BOARD MEMBERS****3. Board Executive**

- a. TBDSSAB will provide remuneration to the Chair for performing administrative duties on behalf of the Board at the rate of \$400 per month.
- b. TBDSSAB 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 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. Advisory Tables**

- a. There will be no remuneration for participation on Advisory Tables.
- b. Reasonable travel expenses will be allowed as per Policy CS-02:85 Travel and Business Expense

**7. 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.
- b. The Board Chair will be paid an honorarium of \$100 for each day of attendance at other functions approved by the Board.

SECTION <b>BOARD</b>	SUBJECT <b>REMUNERATION FOR BOARD MEMBERS</b>
-------------------------	--

## 7. Reporting of Yearly Expenses to Municipalities

In accordance with s. 283 of the *Municipal Act*, TBDSSAB shall submit to municipal treasurers the annual itemized statement of remuneration and expenses paid in the preceding year to any member of their municipal Council appointed to serve as a member of the TBDSSAB [see Policy No. BRD-01:84 Statements of Board Remuneration & Expenses].

### PROCEDURES

1. Board Members will claim expenses [see Board Policy No. CS-02:85 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.

<b>POLICY</b>	CATEGORY/SECTION <b>CORPORATE – FINANCE</b>
	SUBJECT <b>TRAVEL AND BUSINESS EXPENSE</b>

**AUTHORITY**

*Municipal Act, s. 284(3)*

**INTENT OF POLICY**

To establish The District of Thunder Bay Social Services Administration Board (TBDSSAB or the Board) policy for business travel and allowable expenses by Board Members and employees.

**DEFINITIONS**

Out of town – A municipality other than where the individual's home office is located.

District of Thunder Bay – Area as defined under Ontario Regulation 278/98 Schedule 6.

Claimant – The Board Member or Employee who is incurring the expense in the performance of TBDSSAB business.

Approver – Where the claimant is an Employee, the Approver would be their immediate supervisor, however, in the case of front-line staff, the Department Manager shall be the Approver. The Board Chair must approve expenses of the Chief Administrative Officer and Board Members. The Board Vice-Chair must approve expenses of the Board Chair.

**POLICY**

It is the policy of the TBDSSAB to maintain policies and procedures to ensure that business travel is incurred in a reasonable, efficient and cost effective manner.

Any change to the rates for Meal Allowances is to be approved by the Board.

**RELATED POLICIES**

CS-01:79 Approval and Signing Authority

CS-03:01 Procurement of Goods, Services and Construction

SECTION

**CORPORATE – FINANCE**

SUBJECT

**TRAVEL AND BUSINESS EXPENSE**

**RELATED PROCEDURES**

CS-02:85-1 Travel and Business Expense

**FORMS**

Travel Request Form  
Business Expense Claim





## District of Thunder Bay Social Services Administration Board

<b>PROCEDURE</b>	<b>PROCEDURE NAME</b>	Travel and Business Expense
	<b>PROCEDURE NUMBER</b>	CS-02:85-1
	<b>PROCEDURE SECTION</b>	Finance
	<b>POLICY REFERENCE</b>	CS-02:85 Travel and Business Expense
	<b>REVISION DATE</b>	October 19, 2015
	<b>SUPERSEDES</b>	AD02.007 Allowable Expenses
	<b>IMPLEMENTATION DATE</b>	March 14, 2016

### **PROCEDURE STATEMENT:**

The District of Thunder Bay Social Services Administration Board (TBDSSAB) will allow travel and expenses incurred in the performance of TBDSSAB business in accordance with this procedure. TBDSSAB will reimburse Board Members and Employees accordingly.

### **PROCEDURE:**

The following procedure establishes the accountability framework and rules for travel, meals, accommodation, and other expenses incurred by Board Members and Employees. All expenses, other than meals, must be supported by appropriate original receipts or other documentation.

#### *Travel*

When planning a travel event outside of the District of Thunder Bay, a Travel Request Form (Appendix 1) must be completed and approved by the employee's immediate supervisor (Manager level or higher) or designate.

Where senior management personnel, or board Executive members are attending an event together, consideration must be given to business continuity needs when making travel arrangements, to reduce the risk of a major disruption in TBDSSAB ongoing operations should a serious accident occur.

Once approved, travel arrangements may be made. The most economical mode of travel should be used. Where a Board Member or Employee chooses to utilize a mode of travel which is not the most economical option, TBDSSAB will determine the cost of the most economical option and the difference shall be borne by the Board Member or Employee.

Where a Board Member or Employee chooses to extend a travel event for personal reasons, any incremental costs related to the personal travel shall be borne by the Board Member or Employee.

### *Airline Travel*

Flight arrangements should be made through TBDSSAB's designated vendor of record. Return tickets, reduced fares, or special rates should be purchased whenever possible and practical. Wherever practical, travel shall be by the shortest route. TBDSSAB will reimburse the cost of tickets and related incidental fees including a baggage fee for one (1) bag and reasonable airport parking fees. Costs related to preferred seat selection will not be paid by TBDSSAB.

TBDSSAB will pay financial penalties charged for changes and cancellations of tickets provided the change was made for TBDSSAB business and not for personal convenience. It is the responsibility of the traveller to pursue credit for unused refundable tickets.

### *Ground Transportation*

TBDSSAB-owned vehicles should be used for travel within the District of Thunder Bay if available and provided the driver is active on TBDSSAB's vehicle insurance policy.

Vehicle rental arrangements should be made through TBDSSAB's designated vendor of record and must be rented in TBDSSAB's name and not the name of the Board Member or Employee. The size of the rental vehicle should be the most economical and practical option for the business task and the number of occupants. When a vehicle is rented, TBDSSAB will reimburse the cost of gas used in the performance of TBDSSAB duties.

TBDSSAB's insurance policy covers personal liability and physical damages to non-owned rented vehicles. Therefore, additional coverage should not be purchased from the vehicle rental vendor.

Board Members or Employees who are required to use their own personal vehicle for TBDSSAB business shall be compensated by a mileage allowance payment. The mileage rates are in accordance with rates established by the Canada Revenue Agency (CRA) for non-taxable mileage allowances; any adjustment or changes to the CRA rates will result in an automatic adjustment for mileage allowance rates (Res 04/58).

TBDSSAB will not reimburse Board Members or Employees for traffic offences such as parking and speeding tickets, and will not pay for any personal vehicle damages incurred.

TBDSSAB will reimburse the cost of parking and ground transportation services incurred while travelling for TBDSSAB business. However, hotel/airport shuttles or public transit should be used wherever possible.

It is reasonable to expect that certain expenses, for example, public transit fares or highway tolls, will not include a receipt and these costs can be reimbursed up to \$10.00 per day without receipts.

### *Accommodation*

Whenever possible hotel arrangements should be made through TBDSSAB's designated vendor of record. TBDSSAB will reimburse the cost of single accommodation in a standard room. Where a Board Member or Employee chooses to upgrade rooms or extend a travel event for personal reasons, the additional accommodation costs shall be borne by the Board Member or Employee.

Accommodation at a private non-commercial facility is acceptable. An allowance of \$30.00 per night may be claimed. Instead of a receipt a written explanation must be submitted including the purpose of the trip, identifying the host, and the number of days stayed.

Expenses that will not be reimbursed include, but are not limited to: toiletry articles, movie rental, and hotel room mini-bar charges.

### *Meal Allowance*

A per day meal allowance for Board Members and Employees performing TBDSSAB business "out of town" is permitted at a per diem rate of up to the maximum outlined below:

Travel within the District of Thunder Bay		Travel outside the District of Thunder Bay	
Breakfast	\$12.00	Breakfast	\$15.00
Lunch	\$15.00	Lunch	\$18.00
Dinner	\$30.00	Dinner	\$35.00
<b>Total</b>	<b>\$57.00</b>	<b>Total</b>	<b>\$68.00</b>

Receipts are not required. Where meals are provided during an event, the per diem allowance would be reduced by the applicable amount in the table above.

The meal allowances will be permitted when travel occurs during normal meal times. An Employee or Board Member who commences travel after 7:30 a.m. would not be eligible to claim the breakfast meal allowance for that day. An Employee or Board Member who returns from a travel event before 6:00 p.m. would not be eligible to claim the dinner meal allowance for that day. Lunch is deemed to occur between 11:30 a.m. and 2:30 p.m. Where travel is by airplane, bus or train, one hour prior to the departure

---

time and one-half hour after the arrival time stamped on the boarding pass will be used to determine meal allowance eligibility.

### *Training and Registration Fees*

TBDSSAB will reimburse registration fees and/or course enrollment fees for approved training events.

### *Hospitality*

Hospitality includes the provision of meals, accommodation, transportation and other amenities for individuals or groups who are not engaged in work for TBDSSAB. Prior written approval from the CAO is required prior to incurring hospitality expenses.

### *Alcohol*

The cost of alcohol will not be reimbursed.

### *Tips & Gratuities*

TBDSSAB will reimburse reasonable tips and gratuities up to 15% on approved hospitality expenses and taxi fares.

### *Travel Cash Advances*

Board Members and Employees may request a cash advance in order to cover applicable travel costs prior to an event. Requests are to be submitted by the claimant to their direct supervisor using the Travel Request Form (Appendix 1). Travel cash advances should be requested ten calendar days before the commencement of the event.

### *Business Expense Claims*

Expenses are to be submitted to the appropriate Approver using the Business Expense Claim form (Appendix 2) with documentation attached within ten calendar days of the expense being incurred.

Submitted claims are to be approved, signed and forwarded to the Human Resources Department within five calendar days of receipt.

If claiming for out-of-country travel, the type of currency used must be stated. The exchange will be calculated based on exchange rates applicable on the date of the original charge.

If original receipts are lost, destroyed or stolen, a written explanation of the circumstances must be provided by the employee and approved by the Director, or in the case of Directors' travel, the CAO. Approval of such expenses incurred by the CAO will be approved by the Board Chair. The explanation must state the date the expense was incurred, that the original receipt has been lost, and that reimbursement for these expenses will not be claimed from any other source.

Should a situation arise in which there is an overpayment to a claimant, it is to be considered a debt owing to TBDSSAB and must be repaid.

### **AUTHORITY AND RESPONSIBILITY:**

#### *Accountability Framework*

The claimant must receive appropriate approval prior to incurring expenses. They are to submit a completed Business Expense Claim form including boarding passes, original itemized receipts and other documentation where applicable. If an itemized receipt is lost or otherwise not available, a written explanation and description of the expense must be provided.

In accordance with the Approval and Signing Authorizations Policy # CS-01:79, Approvers must use due diligence and discretion to ensure that expenses are incurred in the performance of TBDSSAB business and approve only those claims which include appropriate documentation.

Approvers cannot approve their own expenses or the expenses of their superior. The CAO's expense claims are to be approved by the Board Chair. Board Member expense claims are to be approved by the Board Chair and the Board Chair's expense claims are to be approved by the Board Vice-Chair.

Good record keeping practices must be maintained for verification and audit purposes.

If travel expenses are not approved, those expenses are personal and will be considered a debt owing to the TBDSSAB and must be repaid.

All travel outside of Ontario for staff must be approved in advance by the CAO. Any travel outside of Ontario for the CAO must be approved in advance by the Chair. Any travel outside of Ontario by a member of the Board must be approved in advance by Board resolution.

### **EMPLOYEE TRAINING**

New Employee Orientation as required.

Board Member Orientation as required.

---

DSSAB Honoraria Summary

DSSAB	Chair	Vice-Chair	Board Members	Committee Meetings - Chair	Committee Meetings - Members	Conference/Training
Thunder Bay	\$400/month	\$250/month	\$250/month	\$150/meeting	\$100/meeting	\$100/day
Algoma	\$550/month	\$475/month	\$400/month	\$100/meeting	\$100/meeting	\$150/day
Nippissing	\$505.95/month	\$379.54/month	\$315.93/month	95.97/meeting (\$63.61/ad hoc meeting)	95.97/meeting (\$63.61/ad hoc meeting)	-
Rainy River	\$200/month + 150/meeting attended	\$150/month + 100/meeting attended	\$100/month + 100/meeting attended	\$150/meeting	\$50/meeting	\$100/month
Kenora	\$4000/year (\$333.33/month)	-	\$2000/year (166.67/month)	\$2185/year (\$182.08/month)	\$125/meeting	-
Parry Sound	\$530/month	\$140/Board meeting	\$115/Board meeting	\$175/meeting	\$115/meeting	-
Manitoulin-Sudbury	\$300/month	\$25/month	\$25/month	\$100/meeting	\$75/meeting	\$125/day
Sault St Marie	\$6000/year (\$500/month)	-	\$1080/year (\$90/month)	\$0/meeting	\$0/meeting	-
Timiskaming	\$425/month	\$325/month	\$250/month	\$125/meeting	\$125/meeting	\$150/day