



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

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

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

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