



	REPORT NO.: 2018-34
MEETING DATE: MAY 17, 2018	DATE PREPARED: APRIL 30, 2018
SUBJECT: REMUNERATION FOR BOARD MEMBERS – POLICY REVIEW	

RECOMMENDATION

THAT with respect to Report No. 2018-34, (CAO Office), we, The District of Thunder Bay Social Services Administration Board, approve the revised Remuneration for Board Members Policy as presented.

REPORT SUMMARY

To present the Board with the revised Remuneration for Board Members Policy for approval.

BACKGROUND

During the March 2018 Board Meeting, the Board reviewed the First Report on Options for Board Members Remuneration and discussed the remuneration comparison from other DSSAB Boards.

The Board directed Administration to present a revised Remuneration for Board Members Policy for consideration at the May 2018 Board meeting.

COMMENTS

Administration has prepared an amended draft Remuneration for Board Members Policy to reflect the changes recommended by the Board at the March 2018 Board Meeting including increasing the monthly honorarium for the Vice-Chair and increasing the honorarium for attending a Committee meetings as well as Board approved conferences, education sessions or functions. Administration also included options regarding the frequency and process for adjusting honorarium rates.

Monthly Honorarium

The monthly honorarium rate for the Vice-Chair would be increased effective January 1, 2019 to \$325 from \$250 in recognition of the administrative duties, responsibilities and commitments of the Vice-Chair.

Board Committees

The honorarium rate for attending a committee meeting would be increased to \$125 from \$100. Board Members appointed to Chair a committee meeting will be paid an additional of \$50 for each committee meeting.

Conferences, Education and Other Circumstances

The honorarium rate for attending a Board approved conference, education session or function would be increased to \$125. 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.

Honorarium Rates Adjustment Process

Option 1: Consumer Price Index (CPI) and Inflation Rate Annual Adjustments

The honorarium rates shall be increased in accordance with the Ontario CPI and inflation rate on an annual basis. This option is restrictive to the CPI and inflation rate increases and does not provide an opportunity for the Board to consider other factors including a change of scope, responsibilities or commitments of the Board.

Option 2: Policy review every four (4) years

The policy shall be reviewed by the Board every four (4) years prior to the Ontario Municipal elections for implementation the following year. This option will provide an opportunity for the Board to review the policy in full to ensure that the honorarium rates for the Board Chair, Vice-Chair and Board Members are reflective of any changes in the Board's responsibilities and commitments. The Board will also be able to consider the cumulative impact of Ontario CPI and inflation rate increases as well as compare the honorarium rates of other DSSAB Boards. The other DSSAB honoraria comparison demonstrated that the majority of Boards review their honorarium rates on a schedule and do not reflect CPI and inflation rate increases on an annual basis.

Administration is recommending that Option 2 be considered by the Board.

FINANCIAL IMPLICATIONS

The monthly honorarium increase for the Vice-Chair Members to \$325 will result in an annual budget increase of \$900.

The honorarium rate increase to \$125 for attending a committee meeting or a Board approved conference, education session or function will result in an estimated annual budget increase of approximately \$1,250, depending on the number of approved functions.

CONCLUSION

It is concluded that the revisions to the existing Remuneration for Board Members policy regarding Board remuneration should be adopted by the Board.

REFERENCE MATERIALS ATTACHED

Attachment #1: [Policy No. BRD-01-82 – Remuneration for Board Members](#)

Attachment #2: [First Report – Options for Board Members Remuneration \(without attachments\)](#)

Attachment #3: [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

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 Chair, Board Vice-Chair 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.

[This policy shall be reviewed by the Board every four \(4\) years prior to Ontario Municipal elections.](#)

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.
- a-b. TBDSSAB will provide remuneration to the Vice-Chair for performing administrative duties on behalf of the Board at the rate of \$325 per month.
- c. 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 Vice-Chair~~ regular monthly honorarium of ~~\$250~~325.
- b-d. TBDSSAB will provide remuneration to ~~the other~~ Board Members for any time he/she performs the duties of the Chair at the rate of \$400 per month or \$325 per month for any time he/she performs the duties for the Vice-Chair. When this occurs, the Chair or Vice-Chair is paid the Board Member regular monthly honorarium of \$250.

4. Board Committees

- a. Board Members will be paid an honorarium of ~~\$400~~125 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 ~~\$400~~125 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

SECTION BOARD	SUBJECT REMUNERATION FOR BOARD MEMBERS
-------------------------	--

7. Other Circumstances

- a. Board members will be paid an honorarium of \$400-125 for each day of attendance at other functions approved by the Board Chair.
- b. The Board Chair will be paid an honorarium of \$400-125 for each day of attendance at other functions approved by the Board.

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. The Vice-Chair, or designate, will receive a \$325 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.



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

BOARD REPORT

	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