

POLICY

SECTION

BOARD - GENERAL

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 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.

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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 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 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 Vice-Chair regular monthly honorarium of \$325.
- d. TBDSSAB will provide remuneration to 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 \$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 \$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

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