



BOARD REPORT

REPORT No.: 2022-11

MEETING DATE: MARCH 17, 2022

SUBJECT: REMUNERATION FOR BOARD MEMBERS POLICY

RECOMMENDATION

THAT with respect to Report No. 2022-11 (CAO Division), we The District of Thunder Bay Social Services Administration Board, approve the revisions to the Remuneration for Board Members Policy as presented.

REPORT SUMMARY

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

BACKGROUND

During the May 2018 Board Meeting, the Board approved a revised Remuneration for Board Members Policy. The revised Policy included 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 Committee meetings as well as Board approved conferences, education sessions or functions. The Board elected to review the Remuneration for Board Members Policy every four years prior to the Ontario Municipal elections for implementation the following year.

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.

Administration completed a review and comparison of Board of Directors remuneration from other DSSAB Boards. A summary of remuneration comparison is included below.

	TBDSSAB	DSSAB Board Average	Difference
Board Meeting			
Chair	\$400	\$450	-\$50
Vice-Chair	\$325	\$324	\$1
Board Members	\$250	\$222	\$28
Committee Meeting			
Chair	\$175	\$150	\$25
Members	\$125	\$107	\$18
Conference/Training			
Conference/Training	\$125 + \$50	\$108	\$17 (+\$50)

Administration has prepared an amended draft Remuneration for Board Members Policy in consideration of the comparison of Board of Directors remuneration from other DSSAB Boards. The proposed change consists of increasing the monthly honorarium rate for the Chair from \$400 to \$450 in recognition of the administrative duties, responsibilities and commitments of the Chair effective January 1, 2023.

STRATEGIC PLAN IMPACT

There are no direct correlations to the current strategic plan.

FINANCIAL IMPLICATIONS



The cost of the proposed monthly honorarium increase for the Chair to \$450 effective January 1, 2023, would result in an annual budget increase of \$600.

There would be no changes required to the present year budget if the recommended revision to the Policy is approved.

CONCLUSION

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

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

PREPARED BY:	Roxanne Brunelle Crupi, Manager, Human Resources
SIGNATURE	
APPROVED BY	William Bradica, Chief Administrative Officer
SIGNATURE	
SUBMITTED BY:	William Bradica, Chief Administrative Officer

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.

SECTION

BOARD - GENERAL

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~~ 450 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~~ 450 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.

IMPLEMENTATION/BOARD APPROVAL DATE:

May 25, 2017

REVISION DATE(S): Nov 20/12 (Housekeeping – Policy #) May 17/18;
[2022Mar17-Hskpg-Honorarium](#)

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- 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 \$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~~ \$450 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.