



## BOARD REPORT

REPORT No.: 2026-09

MEETING DATE: MARCH 19, 2026

SUBJECT: BOARD REMUNERATION POLICY REVIEW

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### RECOMMENDATION

THAT with respect to Report No. 2026-09 (Chief Executive Officer Division) we, The District of Thunder Bay Social Services Administration Board, approve the revisions to the Remuneration for Board Members Policy as presented;

AND THAT we authorize the Chief Executive Officer to amend the policy with respect to housekeeping changes, as may be required from time to time.

### REPORT SUMMARY

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

### BACKGROUND

In accordance with established practice, the Board conducts a review of the Remuneration for Board Members Policy every four years, with any approved amendments scheduled for implementation in the subsequent year.

The most recent review was completed in 2022; accordingly, the next scheduled review of the policy is due in 2026.

### COMMENTS

Board Members are required to devote a significant amount of time to preparing for and attending Board meetings, given the complex nature of TBDSSAB's business. In addition to attending meetings, Board Members are expected to carry out responsibilities outside of formal meetings, including reviewing materials, correspondence, and reports provided by Administration

As part of the current review, Administration conducted a comparative analysis of Board of Directors remuneration across other DSSABs. A summary of the remuneration comparison is provided below.

	<b>TBDSSAB</b>	<b>DSSAB Board Average</b>	<b>Difference</b>	<b>Recommended Rate</b>
<b>Board Meeting</b>				
Chair	\$450	\$469.03	-\$19.03	\$475
Vice Chair	\$325	\$348.05	-\$23.05	\$350
Board Members	\$250	\$238.81	+\$11.19	N/C
<b>Committee Members</b>				
Chair	\$175	\$183.40	-\$8.40	\$185
Members	\$125	\$135.08	-\$10.08	\$135
<b>Conference/Training</b>				
Conference/Training	\$125 (\$50 travel day)	\$175	-\$50.00	\$135 (\$50 travel day)

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 includes increasing the monthly honorarium for the Chair from \$450 to \$475 and for the Vice-Chair from \$325 to \$350. It also includes an adjustment to Committee meeting honoraria, increasing the rate for Committee Chairs from \$175 to \$185 and for Committee Members from \$125 to \$135. This same increase is proposed for Conference/Training attendance, from \$125 to \$135.

These adjustments reflect the comparative review conducted and recognize the administrative duties, responsibilities, and time commitments associated with the roles. The changes would be effective January 1, 2027.

## **STRATEGIC PLAN IMPACT**

There are no direct correlations to the current strategic plan.

## **FINANCIAL IMPLICATIONS**

Effective January 1, 2027, the proposed increase to the monthly honorarium for the Chair to \$475 and the Vice-Chair to \$350 would result in an estimated annual budget increase of approximately \$600 annually.

In addition, the proposed adjustment to Committee meeting honoraria - increasing the rate to \$185 for Committee Chairs and \$135 for Committee Members - represents a minimal change, as would the increase to \$135 for Conference/Training. As the total

impact will vary depending on the number of Committee meetings held each year, the additional annual cost is estimated to be approximately \$240 annually.

There will be no changes required to the present year's 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 MATERIALS

Attachment #1      Policy No. BRD-01-82 – Remuneration for Board Members

PREPARED BY:	Shari (MacFayden) MacKenzie, Manager, Human Resources
SIGNATURE	
APPROVED BY	Ken Ranta, Chief Executive Officer
SIGNATURE	
SUBMITTED BY:	Ken Ranta, Chief Executive Officer

**POLICY**

SECTION

**BOARD - GENERAL**

SUBJECT

**REMUNERATION FOR BOARD MEMBERS**

**AUTHORITY**

*Municipal Act, s. 283*  
Governance & Procedural By-Law 03-2021

**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 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 [Children, 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.

IMPLEMENTATION/BOARD APPROVAL DATE

**May 25, 2017**

REVISION DATE(S): Nov 20/12 (Housekeeping – Policy #) May 17/18;  
Jan 6/22 (Hskpg Chair Hon.) Nov7/23 (Hskpg) 2024Apr29 Hskpg  
[2026Mar19 \(Hon\)](#)

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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 \$4~~7550~~ per month.
- b. TBDSSAB will provide remuneration to the Vice-Chair for performing administrative duties on behalf of the Board at the rate of \$3~~5025~~ 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 \$4~~7550~~ per month. When this occurs, the Chair is paid the Vice-Chair regular monthly honorarium of \$3~~5025~~.
- d. TBDSSAB will provide remuneration to other Board Members for any time he/she performs the duties of the Chair at the rate of \$4~~7550~~ per month or \$3~~5025~~ 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 \$1~~3525~~ 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. BRD-01:62 Board Committees and Advisory Tables)
- d. Committee meetings which occur continuous with a Board meeting and do not exceed one 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 \$1~~325~~ 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.

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## 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 \$~~1325~~ for each day of attendance at other functions approved by the Board Chair.
- b. The Board Chair will be paid an honorarium of \$~~1325~~ 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 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 \$~~47550~~ compensation rate on a monthly basis. The Vice-Chair, or designate, will receive a \$~~35025~~ 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.

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