

By - Law No. 1 Schedule A
Compensation and Expense Schedule
for Professional Members of Council

1 Remuneration

Council members and Non-Council Members of Committees shall be remunerated at the per diem rate of \$200.00 for members, \$225.00 for Vice President and \$300.00 for President or Committee Chair, and reimbursed for reasonable expenses incurred in the performance of duties for the College.

2. Minimum Work Requirements

A per diem is to be interpreted as the amount payable for meetings or work at the College office for periods in excess of three hours; when less than three hours work is involved, claims may not exceed one-half of the established per diem rate. Only one per diem can be paid to an individual for each calendar day.

3. Other Work Requirements

Per diem remuneration for homework, preparation time, and decision writing is to be calculated on a pro-rated hourly basis, based on a seven and one-half hour day at the Council member per diem rate.

4. Cancelled Hearings and Meetings

It is expected that upon notification of a cancellation, all reasonable attempts will be made to mitigate against the loss of income and expenses for that period.

Where the Council member is requested and makes arrangements to attend a meeting of the College Council or a meeting or hearing of a committee for which a per diem is normally paid and such meeting/hearing is cancelled by the College, a payment may be claimed according to the following chart.

Cancellation Honoraria

| Meeting/Hearing | Conditions of Cancellation | Allowable Claim |
|--|--|---|
| Council Meetings | Meeting cancelled 3 or less business days prior to the published start date. | 50% of one per diem per scheduled full meeting day (max 2 pd). |
| Statutory Adjudicative Committees (except Discipline) | Meeting cancelled 3 or less business days prior to the published start date. | 50% of one per diem per scheduled full meeting day (max 1 pd). |
| Discipline Committee Hearings | Hearing cancelled 4 or less business days prior to scheduled start date. or Hearing adjourned <i>in process</i> and no personal business can be substituted. | 1 per diem for each cancelled day (max 3 pd). The per diem that would have been payable for the adjourned day. If multi day hearing, an additional per diem for each day (max 3 pd). |
| Statutory, Standing Committees, Working Groups (excluding electronic meetings) | Meeting cancelled 2 or less business days prior to scheduled start time. | Maximum of 50% of one per diem. |
| Electronic Meetings | Not applicable. | No claim allowed |

5. **Travel Time**

Council members may be reimbursed for travel time if the Council business takes less than three hours to conclude. Travel time between one and one-half to two and one-half hours will be reimbursed at 30% of the per diem rate. Travel time exceeding two and one half hours will be reimbursed at 60% of the per diem rate. In all cases, regardless of the duration of the trip, the applicable honorarium payment is **\$90.00 per round trip**.

Where travel to and from College meetings necessitates travel to and/or from the meeting on the day before or after the meeting (i.e. travel on another day is unavoidable and mandatory) the Council members shall be reimbursed for travel time.

If travel is postponed for personal convenience or reasons, a travel per diem must not be claimed.

6. **Expenses**

A Council member who travels on authorized Council business will be reimbursed for the most economic, necessary and allowable out-of-pocket expenses incurred for travel, meals and accommodation. Reimbursement for meals is a maximum of \$40.00 based on breakfast \$8.75, lunch \$11.25, and dinner \$20.00.

7. **Travel**

Air travel will be done at the economy class rate and take advantage of advance bookings, excursion fares and other discounts offered. Other surface travel will employ the mode of transportation that best results in economy and practicality. When a personal vehicle is used, mileage will be reimbursed at .40cents/kilometre and at .41 for northern travel.

8. **Accommodation**

Hotel accommodation must be obtained at the lowest corporate rate possible. Private accommodation may be claimed at a maximum of \$30 per night. The amount of the claim for private accommodation is intended to acknowledge the hospitality extended.

9. **Receipts**

Receipts are to be provided by the Council member requesting reimbursement. In the absence of a receipt the Council member will initial the recorded amount on the claim form.

10. **Child Care**

A member will be reimbursed for childcare to enable attendance at Council meetings or committee meetings providing that:

- 1) for reasons of employment or age, no other family member is available to supervise under-aged child or children. It is expected that all reasonable efforts will be made to arrange for another appropriate care giver (family member or friend) to provide supervision for the required period; and
- 2) the child/children would not normally be attending a school, school programme, a child care facility or an organized recreational/sport activity or programme during the period in question; and
- 3) the individual supervising the child/children is not usually employed by the member (or member's family) or within the member's household as a full time "Nanny" or other caregiver.

Amended by Council – February 4, 2008