



Per Diems and Council and Committee Compensation & Expense Policy

DATE APPROVED BY COUNCIL	October 28, 2022	DATE LAST REVIEWED	April 2024
NEXT REVIEW DATE	2024/2025	PAGE #	1 of 4

Policy Statement

The College provides professional members of Council and Committees with a per diem for work done on behalf of the College.

Per Diem/Honoraria Rates

Role	Full Day (more than 6 hours)	¾ day (4-6 hours)	½ day (2-4 hours)	¼ day (less than 2 hours)
President, Committee Chair or Panel Chair	\$350	\$262.50	\$175	\$87.50
Vice President	\$325	\$243.75	\$162.50	\$81.25
Councillor/ Committee member	\$300	\$225	\$150	\$75

President’s Stipend

The President’s stipend is paid at the annual rate of \$3,500 and will be paid monthly to the serving President to cover meetings with the Registrar, incidental time for telephone calls, emails, and other intermittent communication, based on an average of half a day per week being devoted to these activities.

Meeting/Hearing Cancellations

- a. If a meeting scheduled for one or more consecutive calendar or business days starts and finishes in less than the scheduled time, the full per diem for the dates will be paid, unless at least 48 hours' notice was given about the change in schedule (i.e., if a contested hearing changes to an uncontested hearing more than 48 hours before the hearing was scheduled to start).
- b. If a meeting is cancelled before it has started, but less than 48 hours before it would have started, the per diem is paid in full, as though the meeting had gone ahead as scheduled.
- c. If a scheduled meeting is cancelled with more than 48 hours' notice, no per diem is paid.

Preparation Time for Meetings

Per diems for meeting preparation time (virtual and in-person) are paid in quarter day increments, up to the duration of the actual meeting. Unless pre-approved, the time paid for preparation will not exceed the time scheduled for the meeting.

Deliberations and Decision Writing

Meetings involving deliberations of a panel will be considered as a scheduled meeting.

Decision writing per diems are payable in half day increments to the Chair or other panel members of the Discipline Committee and Fitness to Practise Committee who write a decision after a hearing. The maximum allowable is one full day per diem per one day of meeting/hearing.

Travel Time

Travel time per diem claims must be included with the expense claim and are payable to all registrants on College business as follows:

- a. For travel of more than 40 kilometres (one way), a quarter day per diem is payable;
- b. For travel of more than 500 km (return trip), a per diem of \$125 is paid for extended travel time.

Amounts paid for travel time are in addition to actual travel expenses (claimed on the expense form). Travel time is a taxable benefit.

Educational Sessions

Only educational sessions directly related to the business of the College are eligible for reimbursement of a per diem. Registrants wishing to attend any educational activity such as a conference, workshop or seminar, must first submit a request for payment of honoraria and expenses to the Registrar for approval.

Speaking Engagements

Requests for honoraria and expenses for speaking engagements related to the business of the College may be claimed, with prior approval, where the host organization does not provide coverage of expenses for guest speakers.

No registrant shall represent themselves as a representative of the College unless specifically authorized by the President and/or the Registrar.

Expenses

Reimbursement of necessary and reasonable expenses incurred in conducting College business will be paid in accordance with this policy. Both Council and non-Council members of committees are entitled to reimbursement of reasonable expenses.

Travel

Travel will be reimbursed for the most economical means of transportation. Travel by air or train requires pre-approval by the Registrar. Receipts are required.

Mileage can be claimed where the distance travelled from the registrant's residence to the meeting site is greater than 40 kilometres one way. The mileage rate is 0.50 cents per kilometre. Receipts are not required if a personally owned vehicle is used.

All travel outside Ontario must be approved by the Registrar.

Parking

Reasonable charges for parking are reimbursable. Receipts must be submitted with the expense form.

Accommodation

Accommodation is not provided to registrants who reside within a 40-kilometre radius of the meeting site.

Registrants who require overnight accommodation in the City of Toronto must book a room at the DoubleTree Hilton, 108 Chestnut St, Toronto, ON M5G 1R3, where the College has preferred rates:

- \$219/night during low season – January, February, March, November and December
- \$239/night during high season – all other months

If the DoubleTree is fully booked, or the rates are higher than the rates in this policy, the Registrar has the discretion to approve reimbursement for a stay at an alternate hotel and/or at a higher rate, provided it has been approved in advance of being booked.

Registrants who are on pre-approved College business and who require overnight accommodation in another location, other than the City of Toronto, will be reimbursed up to \$250.00 per night. The Registrar has discretion to approve reimbursement at a higher rate, provided it has been approved in advance of being booked.

If a registrant chooses to use private accommodation in place of a commercial hotel room, \$25.00 per night will be paid.

Meals

Where meals are not provided as part of a meeting, a registrant may claim the following amounts:

- \$10 for breakfast
- \$15 for lunch
- \$30 for dinner

No meals or meal reimbursements are provided for virtual meetings.

Receipts are not required.

Timing of Expense Submissions

Submissions for remuneration must be submitted monthly to the College and must only include claims incurred in that month.

Submissions for remuneration must be submitted to the College in the budgetary year in which they were incurred. Any claims submitted for expenses from another budgetary year will not be paid by the College.

Any claims submitted within six months of being incurred, in the same budgetary year, may be paid by the College at the sole discretion of the Registrar.

Expense Form

Registrants must use the online expense form to submit claims for reimbursement. The form should include as much detail as possible about the meeting, including file number (if applicable) and whether preparation time is being claimed.

General

1. All submissions for remuneration will be reviewed by the Registrar or designate prior to payment.
2. College staff will prepare and distribute T4As to all registrants in February for tax purposes.
3. Per diem rates will be reviewed annually.