

Procedure Name	<b>Board Remuneration</b>		
Policy #	509	Category	GOVERNANCE
Steward	Board of Governors	Date Approved	July 1, 2023
Next Review Date		Date Reviewed or Revised	April 28, 2025

## PROCEDURES

### Board of Governors may claim honoraria for the following activities:

1. Regular, special, committee, and annual meetings, face to face or virtually;
2. Preparation time for Regular Board meetings.
3. Preparation time for Committee Meeting.
4. All meetings of duly established Standing Committees and ad hoc Committees of the Board;
5. Training and development activities;
6. Meetings and other events at which the member represents the College;
7. Extra time required of the Chairperson(s) or Vice-Chair, shall be tracked and submitted monthly based on the eight-hour day honoraria rate; or
8. Other events which the Board may, by resolution, deem eligible for compensation.

### Calculation of per diem:

1. The remuneration per diem is \$155/per meeting for the Chairperson, or Vice-Chair when representing the Chairperson, and \$110/per meeting for all other Board of Governors. The rate is based on an 8-hour meeting day for the Board meetings.
2. The remuneration of \$110.00 per diem will be applied for preparation of Board meetings (for the Chairperson, Vice-Chair and Governors).
3. The remuneration for Committee meetings, conference calls, and any College events or special functions is equal to ½ day per diem.
4. The remuneration of \$55.00 per diem will be applied for preparation of Committee meetings (for the Chairperson, Vice-Chair and Governors).
5. Payment for the time required to travel to and from a meeting will be paid at \$0.25 per kilometer.

### Meals:

Meals are reimbursed at the Public Service Commissions (PSC) rates.

### Travel:

Travel and sustenance are reimbursed at (PSC) rates. For the sake of economy, and subject to availability, it is recommended that Board of Governors use provided transportation to events which governors are required to attend. However, if taking such transportation would cause hardship and inconvenience, an individual Board member may make their own arrangements.

**Lodging:**

Overnight accommodation will be reimbursed based on actual and reasonable rates. A receipt is required. Governors may claim the (PSC) approved rate for private accommodation without a receipt when eligible to do so. The Executive Coordinator will book accommodations for the Governors when required and when a group booking is needed.

**Miscellaneous:**

Other expenses necessarily incurred, in a reasonable amount, as the representative of the College, supported by receipts, will be reimbursed.

Governors will receive annually a technology allowance of \$500.00 per year. This shall be payable as part of the remuneration claim following the September Board meeting. Governors are to include the \$500.00 under miscellaneous.

**Expense Statement Administration:**

Claims, and any required receipts, shall be submitted using the appropriate form provided by the College. Board of Governors will be paid by direct deposit.

The Executive Coordinator will submit an Expense form for the Governors for all Committee and regular Board meetings to the Board Chairperson for approval and submission to payroll. When additional expenses are incurred by Governors, the Governor may submit an expense claim directly to the Board Chairperson for approval and payment. Additional expense claims for the governors will be co-signed by the Chairperson. The Chairperson's expense claims are to be co-signed by the Vice-Chair or an alternate member of the Board.

**Governor Fees:**

- Payments to compensate for time is a taxable reimbursement and will follow the Revenue Canada taxation guide.
- Governors are not considered employees of the College and are not eligible for any College employee benefits, pension, or employment years of service.

**Expense Reimbursement:**

Payment to reimburse for expenses is not taxable.

Upon receipt of signed expense sheets, payment will be made in the following bi-weekly pay run.