

 The College of Naturopaths of Ontario	Policy Type <b>GOVERNANCE PROCESS</b>	<b>COUNCIL POLICIES</b>	
	Title  <b>Per Diems &amp; Expenses</b>	Policy No.  GP18.08	
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*To fulfill its regulatory, governance and fiduciary responsibilities, the Council will rely on the support of volunteers who will provide their time in preparation for and delivery of the duties and responsibilities of the Council and its Committees.*

Definitions	Chair	Means the Council Chair as elected by the Council or a Committee Chair appointed by the Council to lead a Committee or a Panel Chair appointed by the Chair of the Discipline, Fitness to Practice or Inquiries, Complaints and Reports Committee.
	Committee	Means any Committee of the College of Naturopaths of Ontario as established pursuant to GP06, including Standing Committees of Council, Statutory Committees, Ad Hoc Committees and Working Groups.
	Committee member	Means a person who has been appointed by the Council of the College to sit on a Committee.
	Council member	Means a person who has been elected to the Council by registrants of the College or who has been appointed to the Council by Order-in-Council for the term of office for which they are elected or appointed.
	Council member elect	Means a person who has been declared by the CEO, pursuant to sections 10.15 or 10.16 of these by-laws, to have been elected to the Council but whose term of office has not yet begun. This definition shall not be interpreted to permit Council members elect to have any authority to vote or any other privileges of a Council member until their term commences at the first meeting of the Annual Council Cycle.
	Dependent	Means a person who resides with the Council or Committee member on a full-time basis and relies on them for care (e.g., parent or child).
	Per Diem	Means a daily allowance paid to a volunteer to offset loss of income earned or that might have been earned during that same period.
	Meeting / activity	Means a meeting of the Council, a Committee (as defined in GP06), or a panel of a Committee, a hearing or an event at which a Council or Committee member is required by the College to be present.
	Full day	Means a meeting or activity in duration of more than three (3) hours.
	Half day	Means a meeting or activity that is three (3) hours or less in duration.
	Work day	Means a regular day comprised of up to 7 hours for a meeting/activity.
	Work day – extended	Means an irregular day comprised of more than 7 hours for a meeting/activity.
	Public member	Means a person appointed to the Council by the Lieutenant Government as defined in the by-laws.

DATE APPROVED		DATE LAST REVISED
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Public Representative	Means a person who is not a Public member but who is appointed by the Council to a Committee to bring the public perspective to the deliberations.
Travel time	Means the time taken by any volunteer to travel to a meeting or activity.
Vice Chair	Means the Council Vice Chair as elected by the Council or a Committee Vice Chair appointed by the Council to provide additional leadership to a Committee or a Panel Vice Chair appointed by the Chair of the Discipline, Fitness to Practice or Inquiries, Complaints and Reports Committee.
Volunteer	Means any individual who is a Council member, a Council member elect or a Committee member appointed by the Council.

Accordingly,

1 All Council members, Council members elect and Committee members (herein referred to as volunteers) are entitled to a per diem and reimbursement of authorized expenses as outlined in this policy. This policy does not apply to Public members appointed by the Lieutenant Governor in Council but is consistent with the Remuneration Framework governing such appointees.

2 The per diem for meeting or activity attendance shall be paid according to the following schedule,

<b>Timeframe</b>	<b>Chair</b>	<b>Vice Chair</b>	<b>Council &amp; Committee members</b>
Full day	\$250	\$175	\$150
½ day	\$125	\$87.50	\$ 75

3 The per diem for meeting/activity time paid shall be for the actual time devoted to the meeting or activity, or the time allocated to the meeting, whichever is greater, provided the volunteer arrives on time and does not leave the meeting early.

4 The per diem for meeting/activity time shall be paid for any meeting/activity that is cancelled with less than 72 hours' notice at the rate appropriate for the time allocated for the meeting/activity. Where a meeting or activity is cancelled with 72 hours' notice or more, no per diem shall be due.

5 A per diem for preparation time shall be available for Statutory Committee meetings (not including ICRC) as defined in GP06, shall be paid for the actual time devoted by the volunteer to prepare for the meeting or activity at the "Council & Committee member" rate in section 2, regardless of the per diem rate payable for attendance, but shall not exceed the scheduled time allocated.

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The per diem for preparation time for ICRC meetings is based on the number of matters/files considered as follows:

<u>Inquiries, Complains and Reports considered per meeting</u>	<u>Remuneration Rate</u>
25 or less	Up to 1 per diem (\$150)
26 to 35	Up to 2 per diems
36 to 50	Up to 3 per diems
Greater than 50	Up to 4 per diems

The per diem is not permitted for preparation for meetings of Standing Committees of Council, Ad-hoc Committees or Working Groups as defined in GP06.

6 Committees are required to conduct meetings by video or teleconference call unless an in-person meeting is authorized by the Chief Executive Officer of the College. Where the Committee Chair calls for a meeting to be held by conference call, Committee members will receive the appropriate attendance and preparation per diem for the meeting.

7 Where a Committee is required to draft regulatory reports or decisions and reasons, the Committee member(s) involved in the preparation, reviewing and drafting shall be paid up to a maximum of one per diem (\$150) per matter for the actual time devoted to creating and finalizing the document regardless of the per diem rate payable for attendance.

8 Travel time is assumed to be included within the normal workday of a meeting or activity, i.e., 7 hours in duration. Where a meeting or activity exceeds 7 hours, or where the meeting/activity plus travel time combined exceeds 7 hours, the volunteer is deemed to be working an extended workday.

When working an extended work day, the volunteer may be entitled to additional remuneration based on their average hourly rate for a regular day with the total additional remuneration for an extended day not to exceed 60% of the approved per diem rate.

As such, the following rates would apply during an extended workday (at and beyond the 7 hour mark):

Position	Hourly rate	Maximum
Chair	\$35.71	\$150
Vice Chair	\$25.00	\$105
Member	\$21.43	\$90

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Where travel to and from the College meeting necessitates travel on the day before or after the meeting, related travel expenses such as meals and accommodations may be claimed but the volunteer is not eligible for remuneration of travel time. This does not include volunteers in former Districts 1, 7 or 8 where the normal per diem rates would apply.

9 All claims for per diems shall be recorded on forms established by the CEO and must be submitted within 60 days of the meeting/activity date. Claims filed on the 61<sup>st</sup> day or later after the meeting/activity date will, without exception, be denied by the College.

10 Any disputes about a claim for a per diem and any request for special consideration shall be determined by the Governance Committee; however, the Governance Committee shall not be authorized to overrule the provision set out in paragraph 9 above.

11 The per diem shall be paid by direct deposit to the bank account of choice of the volunteer and, in accordance with Canada Revenue Agency (CRA) rules, shall be subject to personal income tax and Employment Insurance (EI) taxes deductions but shall not be subject to Canada Pension Plan. The CEO in accordance with CRA rules shall issue a T4 to all volunteers who receive a per diem under this policy.

12 Volunteers may be reimbursed for anticipated meal costs incurred while engaged on College business. Reimbursement for meals when in Canada is an additional allowance and is for restaurant/prepared food only and receipts are not required. Reimbursement for meal costs when travelling outside of Canada are considered expenses and receipts are required.

Reimbursement for groceries is not permitted.

Criteria for reimbursement are as follows:

- Breakfast expenses may be claimed if the volunteer is required to depart his/her residence two (2) hours prior to the start time of the scheduled meeting.
- Lunch may be claimed only if required to attend the College for a full day.
- Dinner expenses may be claimed if the formal meeting time extends beyond 4:00 p.m. and when the return trip from a meeting exceeds two (2) hours.

Reimbursements for a meal allowance (in Canada travel) or meal expenses incurred (travel outside of Canada) is subject to the maximum rates set out in the chart below. These rates include taxes and gratuities.

Alcohol cannot be claimed and will not be reimbursed as part of a travel or meal expense.

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		<b>In Canada</b>	<b>In USA</b>	<b>International</b>
	Breakfast	\$10.00	\$10.00 USD	\$10.00 USD/Local
	Lunch	\$12.50	\$12.50 USD	\$12.50 USD/Local
	Dinner	\$22.50	\$22.50 USD	\$22.50 USD/Local

13 Air and train travel expenses will be reimbursed at the actual fare costs provided all travel is done at the economy class rate and Council and Committee members take advantage of advance booking rates, excursion fares and other discounts offered. Public transit will be reimbursed at the transit system's posted rates. When a personal vehicle is used, mileage will be reimbursed at \$0.40 per kilometer (\$0.41 for travel from Northern Ontario) subject to the limitation that only one claim may be made per vehicle.

14 Reimbursement for hotel accommodations is available only if:

- the volunteer is staying overnight more than 40 km from their residence; or
- either the volunteer has meetings/activities on two consecutive days (for the night between the meetings) or, with prior approval of the CEO or his/her delegate, the time necessary to travel to or from the meeting makes it impractical for the Council or Committee member to travel on the day of the meeting.

15 Notwithstanding section 14 of this policy, hotel accommodations must be at the lowest corporate rate possible and do not include incidental personal charges such as personal telephone calls, movies, laundry, purchases etc.

16 A volunteer may be reimbursed for costs incurred for care of dependents to enable attendance at a meeting/activity provided that:

- a written request is provided to, and approved by, the CEO prior to the date of the meeting;
- travel is occasional or unexpected;
- the incurred expenses are above and beyond the volunteer's usual costs for dependent care as a result of travel.

Reimbursements will be for actual costs up to a daily maximum, as follows:

- \$75/day, if a caregiver's receipt is provided;
- \$35/day, if a written explanation is provided.

17 All expense claims must be accompanied with receipts. In the absence of a receipt, the member will record the amount on the claim form and shall be reimbursed, unless in the opinion of the Governance Committee upon the advice of the CEO, the absence of a receipt is deemed to be habitual.

18 The CEO is authorized by the Council to update, with no further approval required by Council, the monetary amounts set out in paragraphs 2, 8, 12 and 13 of this policy to ensure that it remains aligned to the rates set out in the Health Board's Secretariat document "Summary of Allowable Expenses for Public Appointees to the Health Professions Regulatory

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Bodies (Colleges) established under the *Regulated Health Professions Act, 1991*. The CEO must circulate an updated copy of the policy to the Council within 30 days of making any changes.

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