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In order to fulfill its regulatory, governance and fiduciary responsibilities, the Council will rely on the support of elected and non-elected Registrants who will provide their time in preparation and delivery of the duties and responsibilities of the Council.

Definitions	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.
	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 partial re-imburement of the professional income that could be earned during the 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 of more than three (3) hours.
	Half day	Means a meeting or activity less than three (3) hours.
	Normal work day	Means a day comprised of 7 hours for a meeting/activity.

Accordingly,

1 All elected and non-elected (appointed) Council and Committee members are entitled to a per diem and reimbursement of 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 attendance shall be paid for Statutory and Standing Committees as defined in GP06 according to the following schedule,

<i>Timeframe</i>	<i>Chair of Council or a Committee or Panel</i>	<i>Vice Chair of Council or a Committee or panel</i>	<i>Council member, Committee members</i>
Full day	\$250	\$175	\$150
½ day	\$125	\$87.50	\$ 75

The per diem for meeting attendance for Ad-hoc Committees and Working Groups as defined in GP06 shall be paid at the “Council member, Committee member” rate noted above, regardless of the role of the member.

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 member arrives on time and does not leave the meeting early. For example a member receives a full day per diem for a meeting greater than 3 hours even if the meeting was scheduled for only 2 hours.

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- 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 hour's notice or more, no per diem shall be due.
- 5 The per diem for preparation time for Statutory Committee meetings (not including ICRC) as defined in GP06, shall be paid for the actual time devoted by the member to prepare for the meeting or activity at the "Council Member, Committee Member" rate in section 2, regardless of the per diem rate payable for attendance, but shall not exceed the scheduled time allocated. For example, a member shall be entitled to up to one day of preparation time for a full day meeting but not more.


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
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 encouraged to conduct meetings wherever possible and practicable by video or teleconference call. 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. This provision does not apply to an in-person meeting called by the Chair where the member elects to attend by means of telephone. In necessary circumstances if the member is unable to use the toll-free long-distance number provided by the College for the meeting, remuneration for long distance charges may be claimed.
- 7 Where a Committee is required to draft decisions and reasons, the Committee member 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 The per diem for travel time beyond that undertaken as part of a normal day's work may be remunerated at an average hourly rate not to exceed a total payment of 60% of the approved per diem rate. (\$20.69 per hour up to a maximum of \$90). No remuneration for travel time is payable on the day prior or the day after the meeting day.

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For example, where a Council or Committee member is scheduled for a full-day meeting, which takes 7.25 hours, and spends 2 hours travelling to and from the meeting location, the member may be remunerated up to a total of one per diem (\$150) for attendance plus two additional hours of travel time (\$20.69 per hour). However if the member is scheduled for a full-day meeting, which concludes after five hours, and the member spends two hours travelling to and from the meeting location, the member may be remunerated for one per diem, but is not eligible for remuneration of travel time.

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 Council or Committee member is not eligible for remuneration of travel time. This does not include Registrants in Districts 1, 7 or 8.

Given that travel time is based on time rather than distance, it is important that members keep a careful log of their time to ensure accuracy is maintained for claims submitted.


- 9 All claims for per diems shall be recorded on forms established by the CEO and must be submitted within 30 days of the meeting/activity date or the claim will be forfeited.
- 10 Any disputes about a claim for a per diem and any request for special consideration shall be determined by the Governance Committee.
- 11 The per diem shall be paid by direct deposit to the bank account of choice of the member and, in accordance with Canada Revenue Agency (CRA) rules, shall be subject to personal income tax and Canada Pension Plan deductions but shall not be subject to Employment Insurance (EI) taxes. The CEO in accordance with CRA rules shall issue a T4 to all Council and Committee members who receive per diems under this policy.
- 12 Council or Committee members 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 Council or Committee member is required to depart his/her residence two (2) hours prior to the start time of the scheduled meeting.

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- 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.


	In Canada	In USA	International
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:
- a) the Council or Committee member is staying overnight more than 40 km from their residence; or
 - b) either the Council or Committee member 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 Council or Committee member may be reimbursed for costs incurred for care of dependents to enable attendance at a meeting/activity provided that:
- a) a written request is provided to, and approved by, the CEO prior to the date of the meeting;
 - b) travel is occasional or unexpected;
 - c) the incurred expenses are above and beyond the member'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.

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- 17 All expense claims must be accompanied with original receipts. Photocopies, facsimiles or credit card slips are not acceptable. In the absence of a receipt, the member will initial the recorded amount on the claim form and shall be reimbursed, unless in the opinion of the Executive 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, 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 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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