



Policy Board and Committee Compensation (Honoraria)	Replaces former policy: <input type="checkbox"/> Title: <input checked="" type="checkbox"/> N/A
	Date Effective: 2024-06-28
	Last Update: 2024-06-28
Contact: Finance and Audit Committee or delegate	

Policy Statement

Board and committee member compensation (honoraria¹) may only be paid to individuals who are not employees of the College for their services, or for which payments are not traditionally or legally required. Board, committee and panel members are not employees of the College. Compensation (honoraria) rates are listed in [Schedule A](#).

Note: Separately, travel and business expenses will be reimbursed to Board and committee members when attending to or carrying out College business. Relevant Guidelines are listed in Appendix A of the *Policy - Travel & Business Expenses*.

1. Policy Rationale and Purpose

The College recognizes that Board and committee members should be fairly and equitably compensated for time spent participating in College business. Board and committee member compensation (honoraria) payments are an ex gratia payment made to an individual who is not an employee of the College to recognize or to acknowledge the contribution of services to the College as a Board, committee or panel member. Board and committee member compensation (honorarium) amounts are based on:

- expertise or time commitment;
- the culture of volunteerism;
- foregone income where applicable;
- consistency and transparency;
- diversity, equity and inclusion;
- developing individual leadership and work skills to better support the College.

Board and committee member compensation (honoraria) payments (and travel and business expenses separately) will be processed using the College’s online payroll system or other mechanism.

¹ Crown Agencies and Board Resourcing Office (CABRO) Guideline: Agency, board or commission work should not result in any personal or private financial or other substantive gain for public appointees. (Private gain does not include honoraria for service on an agency, board or commission.)



Board and committee members should note that the Canada Revenue Agency takes the position that Board and committee members are appointed as persons and not corporations, limited companies, partnerships, etc.; therefore, Board and committee member compensation (honoraria) payments must be made to individuals and not to their company. Board and committee member compensation (honoraria) will be paid according to CRA guidelines and may incur deductions for CPP and income taxes.

2. Policy Scope

This policy applies to individuals appointed as College Board, committee and panel members, and other individuals who provide services in relation to their governance responsibilities on behalf of the College. Board and committee members are not considered permanent employees, though payments and reimbursements are processed through the College's online payroll system, and statutory deductions are applied as required.

3. Legal Authority

This policy is linked to the following legislation and regulatory documents:

- Health Professions Act
- College Bylaw 3.28 Remuneration
- Canada Revenue Agency and applicable tax laws

4. Key Partnerships

None identified at this time.

5. Definitions

Honorarium is a voluntary payment made to an individual who is not an employee in situations where payment is not legally required or expected. Honoraria payments should always be gratuitous. The decision to provide an honorarium should have no influence on the decision of the individual to participate or volunteer their time. There is no legal obligation to make the payment, and the recipient has no legal right to the payment. Source: Treasury Board of Canada "Guide to Ex Gratia Payments and Honorariums".

6. Process Check

The following documents have been consulted and applied to this policy.

- Board Policy Framework (in draft – use for reference)
- Safe Spaces Playbook



- In Plain Sight Report and Recommendations
- Other *Click or tap here to enter text.*

7. Resources/References

None identified at this time.

Reviewed by the Board on:		2024-06-25	<input type="checkbox"/> N/A
Reviewed by the Registrar/ Deputy Registrar on:		Select date	<input checked="" type="checkbox"/> N/A
Date Approved 2024-06-25	Approved By <input checked="" type="checkbox"/> Board <input type="checkbox"/> Committee <i>(Name of Committee)</i> OR Name <i>Full Name</i> Title <i>Title</i>		
Date Effective 2024-06-28	Revision history	Last Updated:	2024-06-28
Next Review 2026-06-28		Previous Update:	Select date
Drafted by:		Amalgamation Project Finance workstream	



Schedule A

Board and Committee Member Compensation (Honoraria) Rates

BMR = Base Meeting Rate \$100
Rates are effective June 28, 2024

Activity	Rate ²	Comment
Board/Committee/Panel meetings (applies to all members for in-person and virtual meetings)	Full Day \$800 (4-8 hrs) Half Day \$400 (3 to <4 hours) Hourly \$100/ hour (<3 hours)	8 X BMR 4 X BMR
Email discussions or votes (applies to only those discussions or votes designated by the Chair as eligible for compensation)	Hourly - \$50/hour (minimum 1 hour/ maximum of 3 hours without approval of the Chair)	\$50/hour Remunerable time more than 3 hours may be approved by the Chair of the Board or committee/panel, and provided to the Director of Finance or delegate as soon as possible after the meeting
Meeting Preparation Compensation³	\$50/hour For all meetings other than Inquiry: <ul style="list-style-type: none">Preparation Compensation hours can be no less than one hour, and not greater than one-half of scheduled meeting hours.	Remunerable time will be determined by the Chair of the Board or committee/panel, and provided to the Director of Finance or delegate as soon as possible after the meeting

² Rates are effective June 28, 2024

³ Meeting Minutes must include a notation of the number of preparation hours as determined by the Chair



Activity	Rate ²	Comment
	For Inquiry Committee/Panel meetings: <ul style="list-style-type: none">• Preparation Compensation hours can be no less than one hour, or the number of hours as determined by the Inquiry Committee/Panel Chair	
Board Chair Stipend	\$1000 per month	Acknowledges additional responsibilities
Committee/Panel⁴ Chair Stipend	\$100 per meeting	Equitable across committees and adjusts for meeting frequency

⁴ The Committee Chair will approve if/when a Panel Chair receives a stipend; Committee Vice-Chairs may be entitled to a stipend if acting on behalf of the Chair.