

## Council and Committee Expenses

<b>Policy Section:</b> Governance Process	<b>Policy Number:</b> GP-5	<b>Approved By:</b> Council
<b>Regular Council Policy Review Frequency:</b> Every three years	<b>Date Approved:</b> February 9, 2001	<b>Date Reviewed/Revised:</b> December 9, 2021

### Purpose:

To outline the policy related to expense claims and reimbursement for Council and Committee Members.

### Scope:

This policy applies to the Chair of Council, Council Members and members of all Statutory and Council Committees. At the discretion of the CEO/Registrar, this policy may be applied to members of College Committees.

### Policy:

The College strives to ensure cost-effectiveness, consistency, and fairness in reimbursement and compensation for Council Members and Council Committee Members. No Council Member will be disadvantaged by virtue of their geographic location.

#### 1. Reimbursement of Expenses

- 1.1 The College will reimburse reasonable expenses directly related to Council or Committee meetings. Costs incurred for personal reasons are not eligible for reimbursement.
- 1.2 The College will reimburse the Council Chair, Council Members and Committee Members for expenses related to travel and meals in accordance with the College guidelines.

#### 2. Compensation

- 2.1 Council Chair, Council Members and Committee Members are eligible for compensation in accordance with the table set out in Schedule A.
- 2.2 Council and Committee Members are encouraged to claim a stipend as the College's preferred form of compensation. Requests for salary replacement/reimbursement will be considered on a case-by-case basis.
- 2.3 The Chair of Council is not entitled to claim a stipend, salary reimbursement or salary replacement as a Council Member or Committee Member, over and above their allowances as Council Chair.

#### Stipends

- 2.4 Council and Committee Members are not eligible to receive a stipend if:
  - a) The Council or Committee member received compensation from their employer for the period of time eligible for compensation.

- b) The Council or Committee member has claimed salary replacement or salary reimbursement for the same period of time.

2.5 An application must be submitted in order to claim a stipend.

#### Salary Replacement

2.6 Salary replacement may be requested for day(s) of work lost where the Council Member or Committee Member is unable to arrange days off or leave of absence with pay.

2.7 The employer must maintain salary and benefit payments to the Council Member or Committee Member and invoice the College for these costs.

2.8 Council and Committee members must submit an application in order to request salary replacement. The College pays salary replacement directly to the employer.

#### Salary Reimbursement

2.9 Salary reimbursement may be requested if:

- a) The Council or Committee member is not receiving any salary or vacation pay from their employer; and
- b) The Council or Committee member is required to take a leave of absence without pay for a regularly scheduled workday in order to attend a Council meeting, Committee meeting or appeal.

2.10 Council and Committee members must submit an application in order to request salary reimbursement.

## References

- Council and Committee Expense Form
- Travel Expenses Guide

## Schedule A – Chair, Council Member and Council Committee Member Compensation

Role	Stipend	Salary Reimbursement or Replacement	Other
Council Chair	Council Chair is entitled to an annual stipend of \$5,000.	Up to \$20,000 annually will be made available to the Council Chair's employer to enable them to meet College commitments.	Support for electronic services which may include a mobile phone
Council Members	<p>For attendance at a Council meeting, Committee meeting or appeal, a Council members may claim:</p> <ul style="list-style-type: none"> <li>a) \$100 if the meeting is up to or equal to three hours in length; or</li> <li>b) \$225 if meeting exceeds three hours in length</li> </ul>	<p>If a Council member has not claimed a stipend for a Council meeting, Committee meeting or appeal, they may request salary reimbursement or replacement.</p> <p>Salary reimbursement can be requested if:</p> <ul style="list-style-type: none"> <li>a) The Council Member is not receiving salary or vacation pay from their employer; and</li> <li>b) The Council Member is required to take a leave of absence without pay or a day without pay for a regularly scheduled workday that falls on the meeting day.</li> </ul> <p>Salary replacement may be requested for day(s) of work lost where the Council Member is unable to arrange days off or leave of absence with pay.</p>	
Committee Members	<p>For attendance at a Committee meeting, a committee member may claim:</p> <ul style="list-style-type: none"> <li>a) \$100 if the meeting is up to or equal to three hours in length; or</li> <li>b) \$225 if meeting exceeds three hours in length</li> </ul>	<p>If a committee member has not claimed a stipend for a meeting they may request salary reimbursement or replacement.</p> <p>Salary reimbursement can be requested if:</p> <ul style="list-style-type: none"> <li>a) The Committee Member is not receiving salary or vacation pay from their employer; and</li> </ul>	



		<p>b) The Council Member is required to take a leave of absence without pay or a day without pay for a regularly scheduled workday that falls on the meeting day.</p> <p>Salary replacement may be requested for day(s) of work lost where the Committee Member is unable to arrange days off or leave of absence with pay.</p>	
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