

COLLEGE OF RESPIRATORY THERAPISTS OF ONTARIO



Honoraria and Reimbursement of Expenses

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1.0 POLICY STATEMENT

It is the policy of the College of Respiratory Therapists of Ontario (CRTO) to compensate and/or reimburse volunteers for the time and expenses they commit to participating in CRTO-sanctioned activities, which enables the CRTO to meet its regulatory functions and obligations.

2.0 PURPOSE

The purpose of this policy is to set out rates at which elected and appointed volunteers who fulfill a number of roles for the CRTO, including, but not limited to, Professional Council and Committee Members, Public Committee Appointees, Members of the profession who act in the capacity of Assessors [e.g., PORTfolio Peer Assessors Internationally Educated Health Professional (IEHP) Assessors, etc.], as well as other Members of the profession who assist the CRTO with ad hoc working groups, focus groups, etc., are compensated and/or reimbursed by the CRTO for their time and expenses.

3.0 APPLICABILITY

This policy applies to the following:

- Professional Council Members;
- Professional Committee Members;
- Public Committee Appointees; and
- Other volunteers invited to participate in CRTO activities in person, by telephone, or online (e.g., video conferencing).

Council Members appointed by the Lieutenant-Governor of Ontario (i.e., Public Council Members), who provide their services for Council and Statutory Committee activities, are remunerated by the Ministry of Health (MOH) through the Health Boards Secretariat (HBS) at the rates established by the HBS.



4.0 GUIDING PRINCIPLES

1. It is the intent of the CRTO that public and professional Members of Council and Committees and other volunteers are treated equally and fairly and that rates of remuneration be comparable, wherever reasonable. However, it is important to note that the MOH's 2016 Remuneration Framework states the following:

Public appointees to the Councils of the health professions regulatory bodies may not accept unauthorized remuneration from the College or from any health profession body in respect of her or his appointment.

Colleges may not supplement payments to public appointees to the Council of the College by making unauthorized payments or "topping-up" payments for honoraria or out-of-pocket expenses.

2. Given the parameter outlined above, the CRTO will use the Health Boards Secretariat's *Remuneration Framework for Public Appointees to Health Professions Regulatory Bodies (Colleges) under the Regulated Health Professions Act*, as a broad framework for reimbursement of professional Council and Committee Members. In addition, the HBS *Summary of Allowable Expenses* will be used to guide allowable expenses.
3. It is expected that all volunteers be fiscally responsible and consider the most cost-effective goods and services (where possible) when they incur expenses while participating in CRTO-sanctioned activities.

5.0 HONORARIA AND REIMBURSEMENT OF EXPENSES

a) Per Diem Honorarium:

- I. Per diem rates for Council and Committee Members are as follows:
 - i. Council or Committee meeting: \$200.00 per day
 - ii. Acting as Chair of Council or Committee: \$300.00 per day
 - iii. Acting as Chair of a panel of the Discipline or Fitness-to-Practise Committees: \$350.00 per day.
- II. Participants of working groups who are not Council Members, Professional Committee Members or Public Committee Appointees will, as a general rule, receive the same per diem honorarium described above.
- III. The rates at which honoraria or reimbursement of expenses are paid for Council and Committee Members attending meetings, educational sessions or events **other than** meetings of Council, its committees or working groups, will be considered by the Registrar on a case-by-case basis and in accordance with the budget approved by Council.



b) Meeting Time:

- I. Attendance at *in-person meetings* will be pro-rated on the established per diem rate as follows:

Actual Meeting Time	Pro-rated Per Diem
0 - 3.0 hrs.	½ day per diem
>3.0 - 7.25 hrs.	1 day per diem

- II. Attendance at *panel video/telephone conferences* that occur outside of regular meetings (e.g., ICRC panels, Registration panels, QA panels) will be pro-rated on the established per diem rate as follows:

Actual Meeting Time	Pro-rated Per Diem
0 – 1 hr.	¼ day per diem
>1 – 3.0 hrs.	½ day per diem
>3.0 - 7.25 hrs.	1 day per diem

c) Preparation Time:

- I. Preparation time for meetings will be established by the Chair of the meeting.
- II. Preparation time should reflect the actual time spent in preparation and may exceed the actual time for the meeting itself (i.e., ½ day prep could be applied to a ¼ day meeting, if appropriate).
- III. Preparation time will be pro-rated on the established per diem rate as follows:

Actual Meeting Time	Pro-rated Per Diem
0 – 1 hr.	¼ day per diem
>1 – 3.0 hrs.	½ day per diem
>3.0 - 7.25 hrs.	1 day per diem

d) Travel Expenses:

- I. Travel will be reimbursed for the most economical means of transportation that is practical. Travel expenses are reimbursed if the distance from the individual's home to the meeting location is more than 40 km (one-way). Prior approval is required for car rental.
- II. Receipts for travel expenses incurred must be provided to the CRTO to obtain reimbursement.
- III. If an individual uses their own vehicle, mileage will be remunerated on the following schedule:

Distance	Per km
First 5,000 km	\$0.61
After first 5,000 km	\$0.55



e) Accommodation Expenses:

- I. Accommodation is provided to individuals who attend meetings that start at 9 a.m. or earlier and who live more than 40 km from the meeting location.
- II. Individuals are required to make their own accommodation arrangements and then submit their receipts for reimbursement.
- III. The amount expensed should not exceed the current rate being offered by the CRTO corporate hotel partner unless otherwise authorized by the Registrar.

f) Telephone/Internet Expenses:

- I. Individuals will be reimbursed for telephone and/or internet expenses while away from home to a maximum of \$10.00 per night.

g) Meal Expenses:

- I. Meal(s) expense may be claimed where an individual is required to leave home a minimum of two (2) hours prior to a scheduled meeting time or if the meeting, hearing, or review time extends beyond 6:30 p.m. and/or the normal return trip to home exceeds two (2) hours.
- II. For each full day, and where meals are not provided as part of a meeting, a Member may claim a daily maximum expense of \$50 (total) for all meals.
- III. Individuals cannot claim any purchase of alcohol.
- IV. Receipts are required to cover the total meal expenses claimed in one day. If one receipt exceeds the maximum daily expense, then only one receipt is required. Original receipts are required, where possible.

h) Remuneration

- I. Professional Council and Committee Members and Public Committee Appointees must submit per diem and expense claim statements using the CRTO's expense form template.
- II. The expense forms must be submitted no later than 60 days post-meeting date or 30 days following the year-end of any given year.
- III. When applicable, receipts for travel, accommodations and meals must be attached to the expense form.
- IV. The CRTO will endeavour to process the expense forms within one month of receiving them.
- V. The CRTO will prepare and provide T4s to those who claim time-based honoraria from the College.

6.0 AUTHORITY & MONITORING

The Registrar and CEO of the CRTO is responsible for administering this policy.



7.0 DEFINITIONS

- *Per Diem*: A per diem is a payment to someone for time spent working or attending meetings for the CRTO. Per diems are paid on a daily or hourly basis, consistent with the rules and the rates in this policy. They are based on a full day being seven hours of work.
- *Preparation Time*: Preparation time is a payment to someone for time spent getting prepared for CRTO-related business. Preparation time is paid on an hourly basis, consistent with the rules and the rates in this policy.
- *Public Committee Appointee*: A person who is not a Member of the CRTO, and who has been appointed by the Registrar to the pool available to sit on a committee (but not on Council).

8.0 ABBREVIATIONS

CRTO – College of Respiratory Therapists of Ontario
HBS – Health Boards Secretariat

9.0 RELATED DOCUMENTS

CRTO By-law 2.15

10.0 APPENDICES

Expense Form

11.0 CONTACT INFORMATION

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