

## BY-LAW 9: REMUNERATION

*Approved by Council: September 21, 2010*

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- 9.1 The per diems and reasonable expenses paid by the College to committee members are intended to partially off-set the cost of a contribution to the profession of chiropractic rather than to pay for services rendered or to compensate for lost income or the opportunity to earn income. "Committee members" means elected council members and non-council members of statutory and non-statutory committees.
- 9.2 Subject to other direction by Council, the president of the Council will receive an annual honorarium of thirty thousand dollars (\$30,000) payable no later than one year after the date the president takes office. In the event the president's tenure is less than one year, the president will receive a pro-rated amount determined by the length of the president's tenure.
- 9.3 Committee members are entitled to the remuneration outlined in the chart below:

<b>Description</b>	<b>Allowable Claim</b> effective September 24, 2009
1 Committee members; full-day meeting or hearing; meeting in excess of three hours	Attendance per diem: \$400 Preparation per diem: Chairs: \$350 Others: \$200
2 Committee members; meeting or hearing in excess of one hour but not in excess of three hours	One-half attendance per diem: \$200 One-half preparation per diem: Chairs: \$175 Others: \$100
4 Travel time in excess of three hours (round trip) for all committee members	Travel per diem: \$300
5 Travel time in excess of one hour and less than three hours (round trip) for all committee members	One-half travel per diem: \$150
6 Committee members are entitled to reimbursement for reasonable expenses as outlined in CCO policy	

- 9.4 By-law 9.3, as it relates to payment of per diems and reasonable expenses, applies to Discipline Committee and Fitness to Practise Committee members who perform duties, such as conducting pre-hearing conferences or hearing pre-hearing motions.
- 9.5 A member who is the principal author of a Discipline, Inquiries, Complaints and Reports or Fitness to Practise Committee decision may charge one attendance per diem for at least three accumulated hours of work to a maximum of three per diems, but no preparation per diem, travel per diem or meal expenses.
- 9.6 The following conditions apply to the remuneration entitlement of committee members:

#### **Per Diems and Reasonable Expenses**

Committee members may claim for a full day attendance per diem when a meeting or hearing is in excess of three hours.

Committee members may claim for a half day attendance per diem when a meeting or hearing is in excess of one hour but is not in excess of three hours.

In extenuating circumstances, and subject to the approval of the Executive Committee, two attendance per diems may be claimed for one calendar day. Extenuating circumstances include committee members being called to an emergency meeting with less than 48 hours notice which requires them to forfeit office time.

Reasonable expenses, as outlined in CCO Internal Policy I-012, and attendance per diems may be claimed to attend conferences, educational sessions, speaking engagements or other functions directly related to college business provided prior approval is obtained from the Executive Committee.

#### **Cancellation of Meetings/Hearings**

A one-half attendance per diem may be claimed in the event of the cancellation or adjournment of an official meeting without one week's advance notice being given, subject to the discretion of the Executive Committee.

- (a) A full attendance per diem but no travel per diem or meal expenses may be claimed in the event of the cancellation or adjournment of a Discipline or Fitness to Practise hearing, without four weeks advance notice being given, provided that the committee member was required, as a result of the scheduled hearing, to make alternate office arrangements in order to be

available for the hearing. Unless the committee member ordinarily has office time on Saturdays or Sundays, no per diem will be permitted for the cancellation or adjournment of hearings scheduled on Saturdays or Sundays.

- (b) A full attendance per diem including a travel per diem and meal expenses may be claimed in the event a Discipline or Fitness to Practise Committee member attends what he/she anticipates to be a full day hearing even if the hearing is disposed of prior to the expiration of three hours, provided the committee member was required as a result of the scheduled hearing to make alternate office arrangements in order to be available for a full day hearing.

### **Conference Calls**

Committees are encouraged to conduct meetings wherever possible and practicable by conference call; committee members will receive the appropriate attendance and preparation per diems and reasonable expenses for such meetings and payment of long-distance charges but will not receive a travel per diem.

Conference calls, as defined in By-law 8, of less than one hour may be accumulated during a yearly committee term (eg. April ó April). Once an accumulated half or full per diem is reached, committee members may submit the appropriate per diem. Reasonable expenses may be submitted as incurred.

### **Preparation Time**

Preparation time may only be claimed if preparation is in fact required for the meeting/event/hearing being attended.