

Introduction to the Stipend Policy

1. Application/Scope

This policy applies to all members of Council and committees who are not public members appointed through the Lieutenant Governor in Council process.

Throughout the policy:

- “member” refers to any person eligible to receive payment
- “attendance” refers to virtual and in-person
- “meetings” include hearings and pre-hearing conferences

2. Authority

This policy exists under [Article 44 of By-Law No. 1: General](#).

3. Purpose

The purpose of this policy is to:

- recognize the volunteer service of members
- ensure that participation in Council and committee business does not place an undue financial burden on members
- support the appropriate use and documentation of CNO’s funds for Council and committee activities

4. Member Accountabilities

Members are accountable for:

- adhering to the policy and limiting claims directly related to the business of Council or committees
- submitting claims using the form provided and including required documentation where applicable (e.g., Work Time Tracking Sheet)
- ensuring the accuracy of claims submitted¹
- submitting stipend claims on a monthly basis for all Council/committee activities – all claims for the fiscal year must be received for processing no later than December 23rd each year²
- reviewing payment history in CNO’s electronic payment system and raise any concerns, in writing, within two months (see #5 – Addressing Concerns)
- obtaining prior authorization from the Registrar & CEO before claiming any stipends outside regular Council and committee involvements

¹ If concerns are raised during the review of claims submitted, the meeting Chair/committee Chair may be consulted for further action.

² All stipend payments are processed in accordance with CNO’s payroll schedule. Claims submitted by the 23rd of each month, will be paid on the 15th of the following month however, all claims must be submitted within the same fiscal year as the meeting for which a stipend is payable, or it is subject to non-payment. Members can confirm payment by referencing their account via CNO’s electronic payment system.

The following member claims are subject to third party review under this policy:

- claimable stipends (audit)
- stipend claims for salary loss (may be subject to verification by CNO staff with the member's employer)

5. Addressing Concerns

If the member discovers an inconsistency between their claim and the payment received as documented in CNO's electronic payment system, they should raise the concern with the applicable Council/committee staff contact within two months and provide the following information in writing:

- the specific meeting (committee name and date)
- the specific item of concern (e.g., stipend type)
- documentation to support the claim of the initial amount and the amount of the difference

The staff member will consult with the Finance team and escalate to the Manager of Finance and Operations if the concern cannot be resolved. The Manager of Finance and Operations will respond to the member, in writing, within 20 business days of receipt of the member's concerns, including the Manager's decision and reasons.

If, following review of the response from the Manager of Finance and Operations, the member remains dissatisfied with the outcome, the member may appeal in writing to the Chief Operating Officer providing:

- the decision and reasons from the Manager of Finance and Operations
- their specific concern about the decision
- the documentation specific to their concern, and
- their statement on how their request is appropriate under the circumstances and in relation to CNO's Stipend Policy for Council and Committee Members.

If, following the response of the Chief Operating Officer, the member continues to be concerned, they may appeal in writing to the Council Chair.

6. Policy Revision Process

This policy is approved by Council on advice of the Finance & Risk Committee (Article 44 of By-Law No. 1: General). To maintain currency, a review of the policy takes place biennially, subject to the exception noted below.

Where there is a significant change in how a committee operates or in the benchmarks, a review will be undertaken to address that change and determine if the policy requires an interim amendment.

STIPEND POLICY

Overview

Stipend is a fixed amount, agreed upon by Council, which is given to members¹ in recognition of the service provided on Council and committees or in carrying out Council business. Stipend is not salary replacement.

All claimable stipends (item #3) must be submitted on CNO's Council and Committee member Stipend Claim Form (see Attachment for details).

1. Daily Stipend Amount²

Stipends are based on a 7-hour day.

Stipends payable under this policy are:

- a) \$330.00 per stipend day for members³
- b) \$435.00 per stipend day for committee and panel Chairs including, statutory committees, standing committees and other committees when chairing a meeting
- c) \$435.00 per stipend day for the Council Chair for any meeting attended or chaired on behalf of CNO
- d) \$380.00 per stipend day for each Vice-Chair for any meeting attended on behalf of CNO

2. Automatic Stipend

A stipend under this policy will be automatically paid:

- a) for time in attendance at meetings of Council and committees
 - i) for virtual meetings, attendance is pro-rated and will be calculated based on the start and end times of the meeting, rounded up to the nearest half hour
 - ii) for in person meetings (as requested by CNO), attendance will be calculated based on the duration of time for which the member was booked or the length of the meeting rounded up to the nearest half hour, whichever is greater

3. Claimable Stipend

A stipend payment under this policy may be claimed for:

- a) review of preparatory materials provided by CNO for any committee meeting the member is required to attend, to a maximum of the amount of time spent preparing
- b) time spent drafting and reviewing the decision and reasons of a Discipline or Fitness to Practise hearing when the member has been assigned the task of drafting/reviewing reasons on behalf of a panel and is doing the work on their own time
- c) the review and signing of decisions post-meeting for each meeting by the Inquiries, Complaints and Reports Committee panel chair, up to a maximum of 3 hours

¹ This policy applies to all members of Council and Committees who are not public members appointed through the Lieutenant Governor in Council process.

² Benchmarks for the stipend amount include the ONA Contract or Statistics Canada CPI for Ontario - all items, whichever is greater.

³ Member rates are not applicable for Chairs.

- d) salary loss from an employer (part or whole shift) up to one stipend day (7 hours) where a member⁴ cannot recover the lost salary by rearranging their work schedule for:
 - i) attending part-day meetings for which a member needs to book off a full shift. A stipend will be paid for the difference between time in attendance at a meeting and the hours for a shift that was otherwise lost, and
 - ii) time committed to meetings which are unexpectedly cancelled with less than 6 weeks' notice, including a shift or part shift booked off to travel to or from scheduled meetings where CNO has requested that the member attend in person
- e) salary loss, if the member takes a vacation day to travel to or from a meeting at CNO or another location, on CNO's request (if not claimed for under 3d)
- f) preparatory time payable under 3(a) if a member is suddenly and unexpectedly unable to attend a meeting and has done the preparatory work
- g) time while otherwise engaged in the business of Council for which prior eligibility for stipend has been confirmed

4. Council Chair Honorarium

The Council Chair annual honorarium is \$12,000 for 2024 and \$15,000 for 2025, adjusted thereafter in accordance with the process noted below.⁵

5. Payee

Stipends/honorarium will be paid to the incumbent in the position unless the incumbent directs CNO to pay their employer.

- a) If paid to the incumbent: Canada Pension Plan contributions and Income Tax (based on information provided by the incumbent in their TD1 tax form) are deducted from stipend/honorarium payments. A tax form is issued after the end of the calendar year.
- b) If paid to the incumbent's employer: no deductions are made, and a tax form is not issued.

Approved by Council: December 11, 2025
Effective: January 1, 2026
Next Review: Fall 2027

⁴ Applies to members who work full-time, part-time, and/or casual.

⁵ The increase to the honorarium will be based on the cumulative inflationary increase since the last time the honorarium was adjusted, calculated using [Statistics Canada's CPI](#) for Ontario - all items, rounded up to the nearest \$100.