

Introduction to the Stipend Policy

1. Application/Scope

This policy applies to all members of Council and committees who are not Lieutenant Governor in Council appointees.

Throughout the policy:

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

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 submitted
- submitting stipend claims on a monthly basis for all Council/Committee activities – claims submitted by the 23rd of each month will be paid on the 15th of the following month¹
- reviewing all payments on your remittance slip and raising any concerns, in writing, within two months (see #5 – Addressing Concerns)
- obtaining prior authorization from the Executive Director and CEO before claiming any stipends outside regular Council and committee involvements

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

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

¹ All stipend payments are processed in accordance with CNO’s payroll schedule and are paid on the 15th of every month. Any claims that are not processed in time for payment on the 15th of any given month will be paid in the following month. Remittance slips are provided to confirm payment.

5. Addressing Concerns

If the member discovers an inconsistency between their claim and the payment received as documented on the remittance slip, they are asked to contact the Manager of Finance and Operations 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 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 Administrative 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 Administrative Officer, the member continues to be concerned, they may appeal in writing to the Council President.

6. Policy Revision Process

This policy is approved by Council on advice of the Finance 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 members 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 Amount¹

Stipends are based on a 7-hour day.

Stipends payable under this policy are:

- a) \$320.00 per stipend day for members
- b) \$435.00 per stipend day for Chairs of statutory committees and statutory committee panel chairs, when chairing meetings, including deliberations and reason writing (when done by the panel)
- c) \$435.00 per stipend day for the President for any meeting attended or chaired on behalf of CNO
- d) \$375.00 per stipend day for each Vice-President for any meeting attended or chaired 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 the reasons and decision of a Discipline hearing when the member has been assigned the task of drafting reasons on behalf of a panel and is doing the work on their own time
- c) salary loss from an employer (part or whole shift) up to one stipend day (7 hours) where a member² 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,

¹ Benchmarks for the stipend amount include the ONA Contract or Statistics Canada CPI for Ontario - all items, whichever is greater.

² Applies to members who work full-time, part-time, and/or casual

- ii) time committed to meetings which are unexpectedly cancelled or prematurely terminated,
 - iii) a shift or part shift booked off to travel to scheduled meetings, which CNO has required that the member attend in person, and which are unexpectedly cancelled, and
 - iv) time while otherwise engaged in Council business for which prior authorization has been confirmed
- d) the difference between the stipend paid for time in attendance at a meeting and the hours for a shift that was otherwise lost, when the member or their employer receives a part day or a one-day stipend
 - e) time while otherwise engaged in the business of Council for which prior eligibility for stipend has been confirmed
 - 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) 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

4. President's Honorarium

The President's annual honorarium is \$12,000 for 2024 and \$15,000 for 2025, adjusted thereafter in accordance with the process noted below.³

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 at 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 7, 2023
Effective: January 1, 2024
Next Review: Fall 2025

³ 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.

Attachment – How to Claim Stipends

All claimable stipends (provision #3) are to be submitted on CNO's Council and Committee Member Stipend Claim Form.

For all claim forms, you need to include:

- your name and contact details,
- the meeting purpose (select name of meeting using the drop-down); and
- your signature (can be digitally signed).

The stipend claim form can only be used for one Committee type/Council activity per form. For example, one claim form can be used for all ICRC stipend claims for different meeting dates over the span of one month. However, if you are submitting stipend claims for multiple committee activities (i.e., ICRC and Executive Committee), you will need to use two claim forms – one for each Committee even if they both occurred in the same month.

Using the claim form:

Claimable Stipend Section:

- Meeting Date: include the specific meeting date for the stipend you are claiming
- Nature of Stipend: select the applicable stipend type from the drop-down menu. If you are claiming more than one type of stipend for a meeting, enter each claim on a separate line.
 - Preparatory stipend: to claim the preparatory stipend, you must track the time spent reviewing preparatory materials provided by CNO using the “*Work Time Tracking Sheet*” provided. This tracking sheet must be submitted with your claim form. The preparatory stipend can only be claimed for committee meetings and does not apply to Council meetings.
 - Decision writing (including review and signing): you are expected to track the time spent preparing the decision using the “*Work Time Tracking Sheet*” provided. This tracking sheet must be submitted with your claim form.
 - Shift loss: one stipend day = 7 hours; if you are claiming for shift loss, first verify the number of hours you have been paid for attending a meeting with your Committee Administrator, then enter the number of hours you lost in the “Duration” column of the claim form (e.g., if you lost a 12 hour shift and received a stipend for a 7 hour meeting, then claim 5 hours on the form).
 - ICRC Chair review & signing of decisions: the ICRC panel chair is eligible to claim for their review and signing of decisions post-meeting using the “*Work Time Tracking Sheet*” provided. Time claimed should be actual time spent up to a maximum of 1:45 hours. This tracking sheet must be submitted with your claim form.
- To be paid to employer: select Yes/No from the drop-down menu to indicate if a specific stipend should be paid to your employer
- Unit: all claims are measured in hours
- Duration: enter the total number of hours being claimed for each stipend type and the amount will calculate automatically
- Case Member Name: where applicable, for Discipline and Fitness to Practice Committees, please enter the name of the member for each stipend being claimed

Other Claimable Stipends Section:

Use this section to claim any other stipends not listed in the “Claimable Stipend” section of the claim form.

- Meeting Date: include the specific date(s) of the meeting for the stipend you are claiming
- Meeting Purpose: detail the name/purpose of the meeting attended
- Position: select the capacity in which you attended the meeting from the drop-down
- Unit: all claims are measured in hours
- Duration: enter the total number of hours being claimed and the amount will calculate automatically

Examples of stipends claimed in the “Other” section can include but are not limited to:

- attendance at educational conferences and workshops on behalf of CNO
- time engaged in Council business for which prior eligibility for a stipend has been received

Notes:

- You do not need to claim the automatic stipend (see policy provision #2), it will be paid to you based on your attendance at meetings as submitted by the Committee Administrator
- For members whose automatic stipend is regularly paid to your employer: if you attend a meeting on a day where you should receive the stipend (e.g., vacation day), please inform the Committee Administrator in writing before the meeting
- Once your claim form is complete, save it as a PDF (select “File” → “Save as PDF”) from the menu options in excel
- Add your signature to the document in the “Signature of Claimant” box – digital signatures are accepted
- Submit the form to your Committee Administrator with supporting documentation by the 23rd of every month