



# Stipend and Expense Policies

## Stipend Policies

### Overview

This policy on stipends covers RN and RPN members of Council and committees. Stipend is a fixed amount, agreed upon by Council, which is given to RN and RPN Council and committee members in recognition of the service provided on Council and committees or in carrying out Council business.

### 1. Stipends

Stipends payable under this policy are:

- a) \$260.00 per day for Council and committee members; and
- b) \$360.00 per day for Chairs of Council and statutory committees, statutory committee panel chairs, when chairing meetings or hearings, including deliberations and reason writing (when done by the panel), except for chairing the Executive Committee; and
- c) \$360.00 per day for the President for any meeting attended or chaired on behalf of CNO, except attendance at educational conferences and workshops; and
- d) \$310.00 per day for each Vice-President for any meeting attended or chaired on behalf of CNO, except attendance at educational conferences and workshops.

### 2. Automatic Stipend

A stipend payment under this policy will be automatically paid for:

- a) time in attendance at meetings of Council committees;
- b) a full day stipend will be paid for a scheduled one day meeting where the meeting is prematurely terminated;
- c) preparatory time for meetings attended for the following committees where the preparatory time for decision-making is ongoing and burdensome, at the rates stipulated<sup>1</sup>:
  - i) Registration Committee – one and a half stipend days for each day of meeting;
  - ii) Inquiries, Complaints and Reports Committee (ICRC) – two stipend days for each day of meeting;
  - iii) ICRC Chair – an additional one quarter stipend day for each day of meeting for review of decisions;
  - iv) Executive Committee – one stipend day for each day of meeting;
  - v) Discipline Committee pre-hearing conferences – one half stipend day for 250 pages of reading, pro-rated to 70 pages/hour;
  - vi) Discipline Committee motion preparation on personal time – 1 hour stipend for every 30 pages of required reading;
  - vii) Quality Assurance Committee – one half stipend day per day of meeting;
  - viii) Fitness to Practise consent order meetings – 1 hour stipend for every 30 pages of required reading; and
  - ix) Finance Committee – 1 day per day of meeting.

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<sup>1</sup> Where relevant, preparatory time will be pro-rated based on the rates established and a 7 hour day



### 3. Claimable stipend

A stipend payment under this policy may be *claimed* for:

- a) time while otherwise engaged in the business of Council (e.g. speaking engagements) for which prior eligibility for stipend has been confirmed;
- b) preparatory time payable under 2(b) if a member is suddenly and unexpectedly unable to attend a meeting and has done the preparatory work;
- c) time spent in drafting the reasons and decision of a Discipline hearing, under the following circumstances:
  - i) the member has been assigned the task of drafting reasons on behalf of a panel and is doing the work on her or his own time; and
  - ii) the amount paid is based on the amount of time spent in preparing the reasons, in accordance with the criteria itemized in section 4 of this policy.

### 4. Criteria for determining amount paid

The following criteria will be used in determining the amount of stipend to be paid/claimed for any one calendar day in attendance at the College:

- under four hours of meeting time                      one half of the daily stipend (item 1a)
- four to nine hours of meeting time                      one daily stipend
- over nine hours of meeting time                      one and a half daily stipends.

### 5. Conference call stipend

Stipend paid for conference call meetings is pro-rated based on the current daily stipend and a 7 hour day. The time value of a conference call will be determined by the Chair and recorded in the minutes. Preparatory stipends will be paid for conference calls based on the policies for preparatory stipend regarding committees [section 2(c)] and pro-rated in accordance with the time value of the conference call to the nearest half hour.

### 6. Payee

Upon written confirmation from the member, her or his stipend cheques for meeting attendance will be made payable to the member's employer as a "fee for service" and no income tax deduction will be made. In all other instances, stipend cheques will be made payable to the member as taxable income, subject to income tax deduction and issuance of a tax form at year end. Income tax will automatically be deducted from a member's stipend based on the information submitted on the TD-1 form.

### 7. President's honorarium

The President will receive an annual honorarium of \$5,800. The amount will be reviewed every 3 years and approved by Council. It will be based on the cumulative inflationary increase since the last time the honorarium was adjusted. The amount will be as calculated using the Bank of Canada inflation calculator, rounded up to the nearest \$100.



**8. President's employer**

CNO will offer to provide lump-sum payments to the employer of the President of up to 25% of the President's annual salary to a maximum of \$40,000 in any one year.<sup>2</sup> The annual maximum amount will be reviewed every 3 years and approved by Council. It will be based on the cumulative inflationary increase since the last time the payment was adjusted. The amount will be as calculated using the Bank of Canada inflation calculator, rounded up to the nearest \$500.

**9. Addressing concerns**

If a member is concerned about a decision regarding automatic or claimable stipend, the concern should first be discussed with the Executive Director and CEO. If the member is still concerned, she or he may appeal to the President.

Effective January 1, 2019

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<sup>2</sup> The President's employer will receive two payments, the first following start of the President's term of office and the second early in the following calendar year. The maximum of each payment will be 12.5% of the President's annual salary or \$20,000, whichever is less.



# Expense Policies

## Overview

CNO provides for remuneration of expenses of RN and RPN Council and committee members in order to ensure that involvement in Council and committee business does not place a financial burden on Council or committee members. The College will either reimburse the member for out of pocket expenses on receipt of a completed expense claim form, or will arrange and prepay for select services (e.g. hotel, air travel).

To be eligible for reimbursement, expenses must be:

- directly related to Council or committee business; and
- supported by itemized receipts<sup>3</sup>.

Members are expected to be fiscally responsible in the use of services, attempting where possible to minimize costs to the College through selection of the most cost-effective alternative and/or through sharing of services (e.g., taxis) where possible. Members are expected to follow the travel policies and procedures.

All expense requests are subject to third party review (audit). As part of the College's risk matrix and fraud prevention strategy, employers may be contacted to verify stipend claims for salary loss.

## Related Procedures and Requirements

- Prior to incurring any expenses outside regular Council and committee involvements (e.g. speaking engagements), the member is required to obtain authorization from the Executive Director and CEO's office.
- Receipts are required to support expenses. A written explanation must accompany any expenses not supported by receipts.
- The College will pay hotel room charges, parking and taxes. Other charges on hotel bills are the responsibility of the member, and may be claimed as expenses if they fall within the parameters of the policies.
- Prior authorization from the Executive Director and CEO's office is required to cover any exceptions to the following specific policies.

## Specific policies

Allowable/reimbursable expenses related to specific accommodation facilities and services will be reimbursed by the College in accordance with the following policies:

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<sup>3</sup> Receipts are not required to claim the allowance for private accommodation under policy # 1(b) and the incidental allowance under policy #5.



## 1. Overnight accommodation

For a member who lives more than 40 kilometers from the meeting site<sup>4</sup>, the cost of overnight accommodation will be paid by the College for attendance for College business.

Members are expected to book hotel rooms within 5 business days following notification of a meeting.

If a meeting has been cancelled in advance and the member notified, the College will not be responsible for the cost of overnight accommodation.

### a) Hotel/Motel:

Subject to sub-items ii and iii below, the maximum daily allowable expense for hotel (exclusive of taxes) in any calendar year is the highest corporate rate charged to the College by one of its corporate hotels. The College will provide Council and committee members with a list of corporate hotels and the approved rate at the start of each calendar year and the list will be available on the board/committee portal. Members are not required to stay at one of the corporate hotels.

Council and committee members may stay at any hotel and will be reimbursed this maximum for the hotel room. If members select a hotel where the one-way transportation cost between the hotel and the College is more than \$15.00, the member will be required to cover any transportation costs over the \$15.00.

- i. The College will pay the hotel directly if members stay at one of the College's corporate hotels in a room that qualifies for a College rate.
- ii. The member will be reimbursed a maximum of \$75 per night more than the rate set out in a) without prior staff approval if they submit written evidence with their expense claim, including documentation of the additional costs and options considered, and that they:
  - o Attempted to book within 5 business days of being informed of the meeting;
  - o Were unable to book any rooms at the College rate at the College's corporate hotels;
  - o Were unable to find accommodation at a reasonable distance from the College for the maximum daily allowable expense for hotels as set out in a; and
  - o Used best efforts to find the most reasonable rate available.

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<sup>4</sup> Eligibility to stay in a hotel will be decided based on the shortest travel distance between the member's home and the meeting site on Google maps.



- iii. The member must contact the committee administrator or the Council Affairs Coordinator to request prior approval for accommodation that exceeds the maximum set out in a)ii. The member will need to provide written (e-mail is acceptable) evidence, including documentation of the additional costs and options considered, and that they:
  - Attempted to book within 5 business days of being informed of the meeting;
  - Were unable to book any rooms at the College rate at the College's corporate hotels;
  - Were unable to find accommodation at a reasonable distance from the College for the maximum daily allowable expense for hotels as set out in a)ii; and
  - Used best efforts to find the most reasonable rate available.

Approval of the Chief Administrative Officer or his/her delegate is required for reimbursement for any hotel accommodation over the maximum set out in a)ii.

Members will be reimbursed for hotel accommodation in accordance with this policy. For rooms booked outside of this policy (e.g. after the 5 days), the College will pay the maximum nightly rate for a College approved room at the College's corporate hotels, as set out in 1a).

- For outside Toronto, a hotel will be selected by the College that offers the rate closest to the CNO's corporate rate at the corporate hotels.

Charges for failure to cancel accommodation are the responsibility of the member.

Members will not be reimbursed for overnight stays in short-term rental facilities such as Air B&B, Vacation Rental by Owner.<sup>5</sup>

To take advantage of corporate rates:

- i) In Toronto – All requirements for overnight hotel accommodation in Toronto must be arranged in accordance with the travel policies and procedures.

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<sup>5</sup> *The College's insurance provider will not cover members who stay at short-term rentals, should they be injured.*

- ii) Outside Toronto – The committee staff resource person will, upon request, arrange for accommodation in other centres.

Members need to verify the charges against the bill before checking out. An initialled copy of the bill needs to be attached to the expense form to facilitate expense administration.

- b) Private Accommodation:
  - For members who are eligible to stay in a hotel (see above), an allowance of \$50.00 per night may be claimed, without receipt, when staying in private accommodation.

## 2. Travel

The College will cover the costs of travel from the member's electoral district (either home or work) to the College for College business.

- a) Between cities:

The following are allowable expenses for transportation required between centres:

- i) Economy airfare<sup>6</sup>;
- ii) Train:
  - Economy class for journeys of two hours or less; or
  - Business class for journeys exceeding two hours.
- iii) Bus;
- iv) Private automobile – at the rate published by the College at the start of each calendar year and equal to the applicable maximum allowable Canada Revenue Agency rate less 2 cents per kilometre. Members must provide proof of automobile insurance including \$1M for third party liability with the first claim in each calendar year;<sup>7</sup> and
- v) Car rental.


Travel expenses claimed must reflect travel via the most expedient means, consistent with convenience and economy. If a more time-consuming mode of travel is selected voluntarily by the member, the maximum entitlement under this policy is the equivalent of those reasonable expenses had economy airfare been selected.

Members who are asked (on an emergency basis) to alter personal travel arrangements to support College business, may be eligible for reimbursement of the difference in costs in making the change (e.g. change fees) associated with

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<sup>6</sup> Air travel must be booked through the College's approved travel agency using the most economical option.

<sup>7</sup> This is a requirement of the College's insurance provider.



making the change. Each request for reimbursement will be considered on a case-by-case basis and requires prior approval by the Chief Administrative Officer. Members will be required to submit a written (email is acceptable) request, including documentation of the additional costs and options considered. Requests can be forwarded to the committee administrator or the Council Affairs Coordinator.

Note: All air travel arrangements are made through ~~Vision 2000~~ the College's approved travel agency.

b) Within a City:

The following are allowable expenses for transportation within a city for travel related to College business (including the Council dinner):

- i) Private automobile – at the rate published by the College at the start of each calendar year and equal to the applicable maximum allowable Canada Revenue Agency rate less 2 cents per kilometre. Members must provide proof of automobile insurance including \$1M for third party liability with the first claim in each calendar year;<sup>8</sup>
- ii) Parking for private automobile;
- iii) Taxis, with receipts (ensure that the date and the “to” and “from” locations are included on the receipt);
- iv) Use of the Union Pearson (UP) Express between Pearson International Airport and the city centre; or
- v) Bus/subway fare (no receipt required).

Members will not be reimbursed for transportation using ride-sharing services such as Uber, Lyft.<sup>9</sup>

c) Business Travel Insurance

All Council and committee members are provided, at College expense, with accidental death and dismemberment insurance in the principal sum of \$100,000. This insurance provides 24-hour protection for members while travelling on College business.

### 3. Meals


The cost of meals for travelling members is an allowable expense to a maximum of \$65.00 per day inclusive of taxes and gratuities. In-town members may claim the cost of a meal with Council or committee members for business purposes. Expense claims must be supported by receipts.

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<sup>8</sup> This is a requirement of the College's insurance provider.

<sup>9</sup> The College's insurance provider will not cover members who use ride-sharing services, should they be injured.





The College covers the cost of meals for the Council or committee member only. When Council or committee members dine together, separate bills must be requested and submitted with individual expenses. If it is not possible to secure separate bills, it is expected that the costs (including tax and tip) will be calculated and each member will submit a copy of the bill with details of their costs (including tax and tip). When the President hosts a dinner for Council, the costs for attendees are covered by the College and members are not eligible to claim for that meal or any associated beverages.

When a Council or committee member dines with a friend or family member, it is expected that the Council or committee member will request separate bills. If it is not possible to secure separate bills, it is expected that the costs (including tax and tip) for the guest will be subtracted from the detailed bill and the claim adjusted to reflect costs for the Council or committee member only.

Where the College is providing meals and beverages during meetings, the cost of replacing that meal or beverage is not an allowable expense. This does not include breakfast.

Members with special dietary requirements, such as gluten free or vegan, who have identified on the catering form that they will not eat the College provided meals, are eligible to claim \$15.00 for food purchased and brought to the College for lunch and breaks. This amount falls within the maximum daily allowance of \$65.

#### **4. Salary loss**

- a) A member may claim up to the maximum of the equivalent to the current daily stipend for salary loss which she or he cannot recover by rearranging her or his work schedule for:
  - i) time committed to meetings which are unexpectedly cancelled or prematurely terminated;
  - ii) travelling time related to scheduled meetings of Council and committees, meetings which are unexpectedly cancelled, and time while otherwise engaged in Council business (e.g. speaking engagements) for which prior authorization has been confirmed.
- b) For time committed to meetings which are unexpectedly cancelled or prematurely terminated, a member who works part time, casual or contract and who has declined to schedule work in order to attend a meeting scheduled for a full day, may claim up to the maximum of the equivalent to the current daily stipend for salary loss which she or he cannot recover by rearranging her or his schedule.



- c) A half stipend day may be claimed by members who work a 12-hour shift as follows:
- i) a member may claim stipend if the four-hour differential results in salary loss when the member receives a one day stipend; or
  - ii) a member may claim the differential, to be paid to the member's employer, if the member was replaced by her or his employer and the four-hour differential has resulted in additional cost to the employer.

Salary loss can be claimed if the member takes a vacation day to attend or travel to or from a College meeting.

Depending on a members' arrangement with their employer and direction to the College, salary loss may be paid directly to the member or to the employer.

## **5. Incidentals**

A daily incidental allowance of \$10.00 may be claimed without supporting receipts each night for which the member used hotel accommodation. The incidental allowance is intended to cover costs for telephone calls and other un-receipted expenses such as tips that are incurred while staying in a hotel.

## **6. Gratuities**

Gratuities for taxis and limousines will be limited to \$1.50 or 15% of the metered charge, whichever is more.

Gratuities for meals will be limited to a maximum of 15% of the total bill.

## **7. Non-reimbursable expenditures**

The College will not reimburse for the following expenses:

- Child or elder care;
- Dry cleaning, shoe shines and other personal services;
- Movie rentals;
- Parking violations;
- Tips for porters, housekeeping (covered by the incidentals);
- Telephone calls (covered by the incidentals); and
- Meals upon return home.

## **8. Weekend stays**

A member attending a Friday or Monday meeting who chooses to remain in Toronto over a Saturday night, with a resultant savings in travel cost, may claim the costs for hotel and meals up to a maximum of 80% of the cost savings. The member must request the expenses on the CNO expense account sheet with an attachment itemizing:

- the cost of the full economy air fare;
- the reduced travel cost;
- the cost savings; and
- the eligible expenses.



Expenses incurred must continue to fall within CNO guidelines to be claimable. This policy does not apply to members who stay in Toronto because of meetings on both Friday and Monday. Full expense reimbursement in those instances will be considered on an individual basis.

**9. Cancelled meetings & extended stays due to unforeseen circumstance**

The College will reimburse Council and committee members for unavoidable expenses incurred relating to:

- a cancelled meeting for which it was not possible to cancel travel plans, and
- extended stays due to unforeseen circumstances such as cancelled flights caused by inclement weather.

Effective January 1, 2019