



Stipend and Expense Policies

Introduction

This package includes stipend and expense policies, and supporting information, that apply to all members of Council and committees who are not Lieutenant Governor in Council appointees.

Throughout the policies:

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

1. Authority

These policies exist under [Article 44 of By-Law No. 1: General](#).

2. Purpose

These policies:

- recognize the service of members (Stipend Policy: 1, 2, 3 (a) to (c) and 4)
- ensure that participation in Council and committee business does not place an undue financial burden on members (Stipend Policy: 3(d) to 3(f) [claimable for shift loss] and Expense Policy)
- support the appropriate use and documentation of CNO funds for Council and committee activities

3. Member Accountabilities

Members are accountable for:

- following the stipend and expense policies and the expectations of members
- limiting claims to stipend and expenses directly related to the business of Council or committees
- ensuring the accuracy of claims submitted
- submitting claims using the Council and Committee Member Stipend and Expense Claim Form (Claim Form) and providing all required documentation
- claiming stipend and expenses within 15 days of the end of any month in which there are claims
- reconciling monthly stipend and expense payments against meetings attended and claims made by the end of any month where payment is received and raising any concerns, in writing, within two months. (See #4 - Addressing Concerns)
- obtaining prior authorization from the Executive Director and CEO before incurring any stipends or expenses outside regular Council and committee involvements

The following member claims are subject to third party review (audit):

- stipend under policy 3 and
- expenses



Claims for stipend for shift loss may be subject to verification by CNO staff with the member's employer.

4. Addressing Concerns

Following monthly reconciliation of the payment from CNO with the member's records, if the member discovers an inconsistency between their claim and the payment, they are asked to contact the Manager of Finance and Hearings, in writing, and to provide the following information:

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

The Manager of Finance and Hearings 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 Hearings, 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 Hearings
- 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 and Expense Policies 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.

5. Maintaining Currency of the Policies

The stipend and expense policies are approved by Council on advice of the Finance Committee (Article 44 of By-Law No. 1: General). To maintain currency, a review of all stipend and expense policies takes place biennially, subject to the exception noted below.

Where there is a significant change in how a committee operates, the benchmarks¹ or in the cost of relevant services, a review will be undertaken to address that change and determine if the policies require interim amendment.

¹ Benchmarks include the ONA Contract for stipends and [Statistics Canada's CPI](#) for Ontario - all items, for the President's Honorarium and payment to the President's employer.



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.

1. Stipend

Stipends payable under this policy are:

- a) \$275.00 per stipend day for members
- b) \$375.00 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) \$375.00 per stipend day for the President for any meeting attended or chaired on behalf of CNO, except attendance at educational conferences and workshops and
- d) \$325.00 per stipend 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 under this policy will be automatically paid for:

- a) time in attendance at meetings of Council and committees
Note: If your employer receives this stipend and you attend on a day when you should receive stipend (e.g., vacation day), please inform the committee administrator in writing before the meeting
- b) one stipend day will be paid for a scheduled one-day of in person attendance where CNO has requested that the member attend the meeting in person and 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 stipulated² below:
 - i) Registration Committee: 10 minutes per matter
 - ii) Inquiries, Complaints and Reports Committee (ICRC)
 - o case review meetings: two stipend days for each day of meeting and
 - o meetings to deliver cautions: one-half stipend day per 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: one hour stipend for every 30 pages of required reading
 - vii) Quality Assurance Committee: one half stipend day for each day of meeting

² Where relevant, preparatory time will be pro-rated based on the rates established and a seven-hour day.

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- viii) Fitness to Practise consent order meetings: one hour stipend for every 30 pages of required reading
 - ix) Finance Committee: one stipend day per day of meeting

3. Claimable Stipend

A stipend payment under this policy may be claimed for:

- a) time while otherwise engaged in the business of Council for which prior eligibility for stipend has been confirmed
- b) preparatory time payable under 2(c) 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 (see How to Claim):
 - i) the member has been assigned the task of drafting reasons on behalf of a panel and is doing the work on their own time and
 - ii) the amount paid is based on the documented amount of time spent in preparing the reasons, in accordance with the criteria itemized in section 6b of this policy (see How to Claim)
- d) a member may claim up to one stipend day for salary loss (part or whole shift) which they cannot recover by rearranging their work schedule for (see How to Claim):
 - i) attending part-day meetings for which a member needs to book off a full shift
 - 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
- e) for time committed to meetings which are unexpectedly cancelled or end prematurely, 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 one stipend day for salary loss which they cannot recover by rearranging their schedule
- f) the difference between one and a half stipend days and the stipend paid for time in attendance at a meeting may be claimed by a member who lost a 12-hour shift when the member or their employer receives a part day or a one-day stipend

Salary loss can be claimed if the member takes a vacation day to attend or travel to or from a meeting at CNO or another location, on CNO's request.

How to Claim

Claims for stipend made under policy 3 are documented in the Claimable Stipends section of the Claim Form. Please use a separate claim form for each meeting (e.g., Council, Discipline hearing).

Nature of Stipend:

- Where stipend claim is for shift loss or drafting Discipline decisions, use drop down
- For other claims, please note the specific item (e.g., 3a)



Unit (drop down):

- select day(s) for most claims
- hour(s) for drafting Discipline decisions

Duration:

- For days: Claim for the total number of stipend days required for the meeting. For example, one stipend day for a regular shift, 1.5 stipend days for a 12-hour-shift. CNO will adjust for stipend that has been paid under policies 1 (attendance) and 2 (preparatory stipend).
- For stipend claimed under policy 3c (drafting Discipline decisions), you are expected to track the time spent preparing the decision and provide documentation with your claim. The claim is to be made based on the total number of hours spent preparing.

If claimable stipend is to be paid to your employer, please note on the claim form.

4. President's Honorarium

The President's annual honorarium is \$6,200.³

5. President's Employer

CNO will offer to provide lump-sum payments to the President's employer of up to 25% of the President's annual salary at the time the President's term commences to a maximum of \$42,000 in any one year.⁴

6. Criteria for Determining Amount Paid

Stipend is based on a seven-hour day.

The following are criteria for determining the amount of stipend to be paid/claimed:

- a) for one calendar day of in person attendance at a meeting or hearing, where CNO has requested that the member attend in person:
 - i) under 3.5 hours of meeting time – one half stipend day
 - ii) 3.5 to seven hours of meeting time – one stipend day
 - iii) over seven hours of meeting time – one and a half stipend days
- b) stipend paid for virtual attendance at meetings and remote preparatory work for virtual meetings is pro-rated based on a seven-hour day, calculated based on the start and end times of the meeting, rounded up to the nearest half hour

7. Payee

Stipends will be paid 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.

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.

⁴ The increase of the payment to the President's employer will be based on the cumulative inflationary increase since the last time the payment was adjusted, calculated using [Statistics Canada's CPI](#) for Ontario - all items, rounded up to the nearest \$500. The President's employer will receive the amount split into two equal payments, the first following the start of the President's term of office and the second early in the following calendar year.



Upon written confirmation from the member, their stipend payments for meeting attendance will be paid to the member's employer as a fee for service. Income tax will not be deducted.



Expense Policy

Overview

The following policy sets out expenses that CNO will cover when CNO requires that a member attend a meeting in person at CNO's offices or another location.

CNO does not pay expenses to members for attending meetings remotely.

CNO will either reimburse the member for out-of-pocket expenses that are allowed under these policies, on receipt of a completed expense claim form, or will arrange and prepay for select services (e.g., hotel accommodation including parking and taxes, air travel and taxis).

Member Responsibilities

Members are expected to be fiscally responsible in the use of services, attempting where possible to minimize costs to CNO 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.

How to Claim Expenses

All expenses are claimed on CNO's Claim Form. The form will automatically calculate amounts and totals.

Use one claim form for each meeting (e.g., Council meeting, Discipline hearing).

For all Claim Forms, you need to include:

- your name
- the date(s) of the meeting
- the committee name (drop down)
- whether the meeting was virtual or in person
- your signature (can be digitally signed), and
- the date of the claim

Unless otherwise specified, all expenses must be supported by the original receipts, including the vendor's HST tax registration number. Credit card payment slips will not be considered proof for an expense.

The claim and related receipts should be sent electronically to the committee administrator. Either scans or photographs are acceptable. If sending photographs, please take separate pictures of the claim form and each receipt. If you are submitting several receipts, it is helpful to number the item on the claim form and the supporting receipt.

It is recommended that you retain the Claim Form and receipts for one year.

Specifics for how to claim particular expenses are noted under the expense category.



Specific Policies

1. Overnight Accommodation

Only members who live more than 40 kilometers from the meeting site⁵, are eligible to be reimbursed the cost of overnight accommodation:

- a) Hotel/Motel: Members are eligible to be reimbursed for the costs of hotel accommodation and taxes.
- b) Short-term rental: Members are eligible to be reimbursed a maximum of CNO's lowest corporate hotel rate plus taxes per night for overnight stays in short-term rental facilities such as Air B&B and Vacation Rental by Owner.
- c) Private Accommodation: Members who are eligible to be reimbursed the cost of overnight accommodation may claim an allowance of \$50.00 per night, without receipt, when staying in private accommodation.

Expectation of Members

To be eligible for reimbursement of any costs greater than CNO's corporate rate for hotel accommodation, members must book hotel rooms with CNO's travel service provider within five business days following notification of a meeting.

Members planning to stay in a short-term rental should verify CNO's lowest corporate hotel rate with CNO's travel service provider.

If a meeting has been cancelled in advance and the member notified, the member must either:

- for hotel accommodation: ask CNO's travel service provider to cancel the reservation
- for short-term rental: cancel the reservation

If the reservation is not cancelled, the member will be responsible for the cost.

On checking out of either a hotel or short-term rental, the member is responsible for checking the bill and verifying that the charges are correct.

How to Claim

Use the Accommodation section of the Claim Form.

For hotel rooms booked through CNO's travel service provider – do not claim.

The costs for the room and taxes are covered directly by CNO when booked through the travel service provider. Any other charges on the final hotel bill are the responsibility of the member and must be paid at check-out. Charges that fall within the policies can be claimed on the Claim Form under the appropriate section (e.g., meals, parking, etc.).

Hotel & short-term rentals NOT booked through CNO's travel service provider:

Claims for hotel or short-term rentals not booked through CNO's travel service provider should be entered under "Hotel/Short-Term Rental". Note the name of the

⁵ 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.



facility and the number of nights. The amount of the accommodation expenses (room and taxes) should be entered into the “Amount Claimed” column. An initialled copy of the bill needs to be submitted with the expense claim. CNO will reimburse the member based on CNO’s corporate rate. Any other charges on the bill that are within CNO’s policies (e.g., meals, parking, etc.) need to be documented in the appropriate section of the Claim Form.

Claims for payment for private accommodation (policy 1 c) should be noted under “Private Accommodation”. Fill in the number of nights and the amount will auto-populate.

2. Travel

CNO will cover the costs of travel from the member’s electoral district (either home or work) to the meeting site.

a) Between cities:

The following are allowable expenses for transportation required between centres:

- i) Economy airfare booked with CNO’s travel service provider (Airfare class that provides advanced standard seat selection and allows for checked baggage for a fee)⁶
- ii) Train travel (can be booked with CNO’s travel service provider or by the member)
 - o Economy class for train journeys of two hours or less or
 - o Business class for train journeys exceeding two hours
- iii) Bus
- iv) Private automobile at the rate published by CNO at the start of each calendar year⁷
- v) Car rental
- vi) Use of the Union Pearson (UP) Express between Pearson International Airport and the city centre
- vii) GO Transit and
- viii) Toll roads

b) Within a city:

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

- i) Private automobile at the rate published by CNO at the start of each calendar year
- ii) Parking for private automobile
- iii) Taxi fare and gratuities (the greater of \$1.50 or 15% of the fare), with receipts
- iv) Ride-sharing service, regular pricing or
- v) Bus/subway fare (no receipt required)

Business Travel Insurance

CNO provides all members with accidental death and dismemberment insurance in the principal sum of \$100,000. This insurance provides 24-hour protection for members while travelling on CNO business.

⁶ The cost of checked baggage is a reimbursable expense.

⁷ The approved car allowance is equal to the applicable maximum allowable Canada Revenue Agency rate less 2 cents per kilometre.



Expectation of Members

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 must book air travel with CNO's travel service provider, as soon as possible following notification of the meeting date.

Members who are asked (on an emergency basis) to alter personal travel arrangements to support CNO business, may be eligible for reimbursement of the difference in costs (e.g., change fees) associated with 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 request, including documentation of the additional costs and options considered, provided by CNO's travel service provider. Requests can be forwarded to the committee administrator or the Council Affairs Coordinator.

Members are expected to hold automobile insurance including \$1M for third party liability for any vehicle used for travel to CNO.⁸

Members will be reimbursed for ride-sharing services at regular rates. Surge rates are not eligible for reimbursement.

Members who travel on GO are eligible for reimbursement for ticket costs, as proved by receipts or documentation of PRESTO purchase. CNO does not reimburse for amounts loaded on a Presto Card in anticipation of travel on CNO business.

Reimbursement for use of toll roads is limited to when travel time can be reduced and the trip is occurring during peak commuting hours (6am to 10am or 4pm to 8pm on weekdays).

How to Claim

Use the Travel section of the Claim Form.

If you have used your personal car for travel, please complete the Kilometre Reimbursement section. Your claim can include both travel to and from your city of origin and any travel within Toronto related to attending CNO meetings. Once the number of kilometres travelled has been entered, the amount will auto-calculate.

Other travel can be noted in the table by date. Enter the amounts in the appropriate column. The daily total will be calculated.

If you have taken more than one taxi/ride-share, and there is space, please use another line with the same date for each trip. If you are staying for multiple days, and you do not have space, please total the taxis and include a note with your receipts identifying which taxi amounts are for which date.

⁸ This is a requirement of CNO's insurance provider.



Use:

- “Taxi” for taxi and ride-share (regular pricing only)
- “Bus” for inter-city bus (e.g., Go) and TTC (no receipt is required for TTC)
- “Train” for inter-city train (VIA and GO) and the UP Express

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.

Members with special dietary requirements, such as gluten free or vegan, are eligible to be reimbursed \$15.00 for food purchased and brought to CNO for lunch and breaks.

Expectation of Members

CNO covers the cost of meals for the individual member only.

When 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).

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

When the President hosts a dinner for Council, the costs for attendees are covered by CNO. Members who attend are not eligible to claim for any food or beverages between the Council meeting and the dinner or during the dinner.

When a member dines with a friend or family member, it is expected that the 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 member only.

Members with special dietary requirements, are eligible for reimbursement of \$15.00 for food purchased if:

- they have identified on the catering form that they will not eat the meals provided by CNO
- they do not eat the food provided by CNO, and
- the claim falls within the maximum daily meal allowance.

CNO will reimburse for gratuities for meals to a maximum of 15% of the total bill, even if the total claim for meals is less than the daily maximum.

The cost of meals on arrival in a member’s hometown is not an allowable expense.

How to Claim

Use the Meals section of the Claim Form. Meal allowances are daily. Unused amounts are not transferable.



Enter each meal on a separate line. Include the date, the type of expense in the “details” column (e.g., coffee, dinner) and the total amount claimed in the “amount claimed” column.

If a meal was shared and the receipt covers expenses other than yours, please claim only your portion and include documentation on how your portion was calculated (i.e., amounts removed for the other person’s food, beverages, taxes and gratuity).

If you do not have a receipt, please provide a written explanation.

4. Incidentals

A daily incidental allowance of \$10.00 may be claimed without supporting receipts each night for which the member used hotel accommodation.

How to Claim

Use the section “Other Expenses” on the Claim Form.

Use your check-out for the date. Under the ‘no. of days’ column, identify the number of nights which you stayed in the hotel. The incidental amount will be automatically calculated.

5. Non-Reimbursable Expenses

CNO will not reimburse for the following expenses:

- child or elder care
- personal services (e.g., dry cleaning)
- movie rentals
- parking violations
- tips for porters, housekeeping (covered by incidentals) and
- telephone calls (covered by incidentals)

6. Cancelled Meetings and Extended Stays due to Unforeseen Circumstances

CNO will reimburse 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

How to Claim

Submit a written explanation with your expense claim form, including evidence, if relevant, that you notified CNO’s travel service provider as soon as possible after learning of the cancellation to cancel travel and hotel arrangements.

Include receipts for the costs incurred.