

Board Remuneration Policy

Policy #: 001
Created: September 2015
Amended: November 21, 2018

1.0 Purpose and Scope:

To establish remuneration rates for **all** members of the Board of Directors (Board) of the Bereavement Authority of Ontario (BAO), including those appointed by the Minister.

Remuneration means the per diem payment to members of the Board in recognition of their participation in or preparation for Board and Board Committee and Sub-committee meetings and other business of the BAO, including eligible travel time.

Board members should refer to the BAO’s Expense Policy for claiming out-of-pocket travel, meal and other expenses while undertaking business on behalf of the BAO.

2.0 Principles:

- The BAO is accountable for the funds received as a result of its administration of the *Funeral, Burial and Cremation Services Act, 2002*.
- Remuneration is intended to enable the BAO to attract and engage qualified and committed members to its Board.
- Remuneration practices are fair, equitable, uniform and transparent.

3.0 Approval Framework:

Claimant	Approver
BAO Chair	Governance and Nominations Committee Chair
BAO Board Member	BAO Chair

4.0 Mandatory Requirements:

- The remuneration rates will align with the Ontario government’s remuneration rates for adjudicative and regulatory agency appointees.
- Provincial civil servants may not receive additional remuneration if appointed to the Board.
- Any other civil servants (e.g. municipal) may seek advice within their organization as to whether remuneration can be awarded.
- Only one per diem payment can be paid to an individual for each calendar day. The per diem base is deemed to be 7.5 hours.

5.0 Remuneration Rates:

The BAO's remuneration rates, effective November 21, 2018, are as follows:

Meeting Duration	Board Chair	Board Vice Chair	Board and Committee Member	Committee Chair
More than 3 hours	\$ 744	\$ 583	\$ 472	\$ 583
1 – 3 hours	\$372	\$291.50	\$236	\$291.50
0 – 1 hour	\$186	\$145.75	\$118	\$145.75

6.0 Calculation of Remuneration:

Attendance at meetings

Meetings can include Board, Committee, or other official meetings related to BAO business (e.g. with the Minister, Deputy Minister or other stakeholders).

Preparation time

Members will be reimbursed for the time required to prepare for meetings. Preparation time should be equal to 50% of the attendance per diem claim amount

Travel time

Board members that travel 50km or more (one way) are eligible for travel time reimbursement.

This travel time shall be compensated at an hourly rate equal to 50 per cent of the per diem divided by 7.5 hours and multiplied by the number of hours travelled. As an example, an eligible member who resides further than 50 km from the meeting location, who travels a total of five hours (round trip) to attend a meeting in Toronto would be reimbursed at the rate of \$154.33 (50 percent of \$463, divided by 7.5 and multiplied by 5).

7.0 Approval Discretion:

Approvers have discretion to depart from these calculations if the remuneration is consistent with the principles, accountability framework and mandatory requirements outlined in this policy, and the rationale is duly documented.