

Remuneration Policy

Policy #: 001
Created: September 2015
Last reviewed: January 2021
Amended: January 2021

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, and for all members of the Discipline and Appeal Committees.

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

Board and Discipline and Appeal Committee 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:

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

3.0 Approval Framework:

Claimant	Approver
BAO Board Chair	Governance and Nominations Committee Chair
BAO Board Member	BAO Board Chair
Discipline and Appeal Committee Members	BAO Board Chair

4.0 Mandatory Requirements:

- 4.1 The remuneration rates will align with the Ontario government's remuneration rates for adjudicative and regulatory agency appointees.
- 4.2 Provincial civil servants may not receive additional remuneration if appointed to the Board or Discipline and Appeal Committees.
- 4.3 Any other civil servants (e.g. municipal) may seek advice within their organization as to whether remuneration can be awarded.
- 4.4 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 January 1, 2021, are as follows:

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

6.0 Calculation of Remuneration:

- 6.1 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).
- 6.2 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
- 6.3 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.

8.0 Policy Update and Review:

- 8.1 Any changes to substantive provisions in this policy must be approved by the Board of Directors. Management may, from time to time, update non-substantive provisions or processes in this policy and will notify the Board.
- 8.2 The Board or its delegated Committee shall review the contents of, and compliance with, this policy on a regular basis.