

Remuneration Policy

Policy #: 001
Created: September 2015
Last reviewed: January 2023
Amended: January 2023

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 eligible committee members*.

Remuneration means the per diem payment in recognition of participation in or preparation for meetings, hearings and other business of the BAO, including eligible travel time.

Board and 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.

*This policy applies to Board members, appointees, Discipline, Appeal and Compensation Fund committee members.

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 its Board and committee members.
- 2.3 Remuneration practices are fair, equitable, uniform and transparent.

3.0 Approval Framework:

Prior to Board Chair approval, the relevant Committee Chairs will confirm the meeting duration, participants, and claims.

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

4.0 Eligibility Criteria:

- 4.1 Best efforts will be made to align the remuneration rates 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, Discipline, Appeal or Compensation Fund 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.
- 4.5 Meeting attendance includes Board and committee meetings, training and orientation, and meetings with government and other stakeholders.
- 4.6 Preparation time is paid only when meeting materials are sent out in advance of the meeting.
- 4.7 Calls and emails related to BAO Board or committee work are not eligible for reimbursement.
- 4.8 Discipline and Appeal Committee panel members are eligible for reimbursement for reasonable time spent writing decisions.
- 4.9 Special project work conducted by a Board or committee member may be eligible for reimbursement if approved in advance by the Board.

5.0 Remuneration Rates:

The BAO's remuneration rates are as follows:

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

6.0 Calculation of Remuneration:

- 6.1 Attendance at meetings/training: Includes Board, committee, or other official meetings/training related to BAO business.
- 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.

Special project work requires approval, in advance, by the Board.

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.