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Policy:	Per Diem Rates (Boards, Commissions and Committees)		

Per Diem Rates (Boards, Commissions and Committees)

Objective

The objective is to specify the requirements for remunerating the chairperson and members of boards.

Authority

The Financial Administration Act, 1993, clause 5(a) and subsection 10(2)

Definition

Retainer is an amount paid to retain the services of a professional.

Treasury Board Policy

- .01 There are three levels of responsibility for boards, commissions and committees which are as follows:

High Responsibility

The board, commission or committee makes precedent-setting decisions of a quasi-judicial or judicial nature. They typically have a relatively high public profile. Members are normally professionals working in their professional capacity on the board, commission or committee.

Medium Responsibility

The board, commission or committee makes non-precedent-setting decisions or provides senior level recommendations. They do not have a high public profile. The membership tends to have a background in the discipline with which the board is primarily concerned.

Moderate Responsibility

The board, commission or committee makes routine decisions within clearly prescribed parameters or provides general advice. The membership tends to be composed of appointees selected to ensure that members of the general public are aware of and involved in the process of government.

- .02 The maximum per diem rates are based on the responsibility level of the board, commission or committee. The guidelines are as follows:

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Responsibility Level	Position	Per Diem Rate
High	Chairman Member	up to \$235 up to \$155
Medium	Chairman Member	up to \$155 up to \$110
Moderate	Chairman Member	up to \$95 up to \$70

- .03 Treasury Board must approve initial establishment and subsequent changes to responsibility levels and compensation rates.
- .04 When responsibility levels and per diem rates are within the guidelines, boards, commissions and committees, whose duration will not exceed six months, may be established without Treasury Board approval.
- .05 Members of boards, commissions and committees need not be paid but no one who is paid receives less than \$25 per day.
- .06 Public servants are not eligible to receive compensation for service on boards, commissions or committees.
- .07 Increases that are within the guidelines do not require Treasury Board approval, as long as the responsibility level does not change.
- .08 Where the total time required of an appointee is five hours or less, one-half the per diem rate will apply. Ministries may pay more than one day when more than eight hours are worked.
- .09 The time required to travel to and from a meeting may be included in calculating the per diem payment.
- .10 Appointees to boards are not employees and are not eligible for employee benefits.
- .11 Ministries and agencies document the special conditions that justify the payment of retainers in their budget submission to Treasury Board Secretariat of the Ministry of Finance.

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Provincial Comptroller Directives

- .12 The payment of retainers requires specific Treasury Board approval unless authorized by an Order in Council.
- .13 Per diem payments are not intended as salaries or as full compensation for lost income; they are meant as token payments to indicate appreciation of public service. If work loads are so heavy that committee work is close to full-time, or requires professional expertise, options other than higher payments are considered to ensure fair compensation such as:
 - replacing committee membership by part-time or special consultant positions; or
 - expanding the membership of committees to ease the workload for one member.
- .14 Ministries and agencies document the special conditions that justify the payment of retainers in their budget submission to Treasury Board Secretariat of the Ministry of Finance. Examples of justifiable conditions are:
 - an annually high level of public stature is needed to adequately fulfill the prescribed duties; and/or
 - inordinately high overhead costs borne by a qualified individual render the per diem inadequate; and/or
 - the time required to prepare for meeting far exceeds the meeting time, rendering the per diem inadequate; and/or
 - the total time required to fulfill the duties are such that they severely restrict the appointee's normal vocation.
- .15 The annual budget submissions for boards, commissions and committees are subject to the call for estimates and should include:
 - compensation rates
 - proposals for new boards
 - changes to responsibility levels
 - changes to per diem rates
 - changes to retainers
- .16 Treasury Board Secretariat will make recommendations to Treasury Board concerning responsibility levels, per diem rates above the guidelines and/or retainers. Ministries and agencies will be kept informed of recommendations that differ from their requests.

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- .17 An Order in Council, if required, is obtained before processing any payment.
- .18 All board members receiving per diem payments are to submit expense statements.

The following is required on the statement:

- payee name;
 - name of the committee, board or group the member is working with;
 - dates of meetings attended;
 - rate of remuneration; and
 - signatures of the payee and an authorizing official, such as chairperson or secretary of the committee or the board.
- .19 Refer to [Section 3101 GRF Payment Responsibilities](#) for payment details.
 - .20 It is possible to pay honorariums to the member's employer if the member makes this request. Refer to the [Accounting Manual, Appendix H Central System Processing](#).

References

[3101 GRF Payment Responsibilities](#)
[5000 Remuneration for Boards, Commissions and Committees](#)
[5010 Travel and Other Expenses \(Boards, Commissions and Committees\)](#)

[Accounting Manual, Appendix H Central System Processing](#)