
Council Policy

Policy Name	Reimbursement for Councillors, Committee Members, and Volunteers
Issue Date	January 1, 2011
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I. REIMBURSABLE EXPENSES FOR COUNCILLORS

(including Honoraria for President, Senior Vice President and Treasurer, and Vice Presidents)

ALL COUNCILLORS

1. Councillors are not compensated for their activities related to participation on Council unless specifically stated in this policy.
2. Councillors will be reimbursed in accordance with the rates set out in this policy for substantiated expenses incurred:
 - .1 related to participation on and in meetings of the Council;
 - .2 where elected to Executive Committee, related to participation in meetings of that Committee;
 - .3 related to participation in committees to which they are appointed by the Council;
 - .4 related to participation in meetings of the Society(ies) to which they are appointed liaison by the Council;
 - .5 when representing the OAA at outside activities at the request of the Council; or in substitution of the President;
 - .6 when participating in the OAA AGM and Conference; and
 - .7 where expenses are incurred with the prior approval of the Council.
3. Registration fee (only) for OAA functions and events not otherwise addressed by this policy will be waived for Councillors. No other expenses are reimbursed.
4. Registration fee (only) for functions and events held jointly with other organizations will be waived for Councillors provided that the OAA is a major sponsor-proponent of the function or event. No other expenses are reimbursed.
5. Councillors will be reimbursed in accordance with the rates set out in this policy for substantiated expenses in relation to their attendance the OAA AGM and Conference, including hotel accommodation, breakfast, travel, and the full registration package and/or tours. In addition, Councillors will be reimbursed for expenses relative to a guest of their choice (no restrictions) as follows:
 - Economy travel to and from the Conference location (travel by train may be arranged at the first class rate, also known as Business Class [not Business Plus]); and

- Registration for all social events and tours (this does not include those programs contained in the roster of Continuing Education sessions).
 - Any additional hotel accommodation that may be required is at the personal expense of that individual or the Councillor.
6. In accordance with the motion passed by Council at the December 5, 2014 meeting, each member of Council will be reimbursed in an amount of up to \$1,000 (inclusive of taxes) for the purpose of obtaining a tablet computer of their choice, or upgrading their existing computer technology for the purpose of conducting OAA business and fulfilling the necessary roles and responsibilities of a Council member. This applies to both elected members and LGIC appointees.

This reimbursement will be made available at the start of each Councillor's three-year term and the tablet or upgrade should be purchased within the first year of election or appointment.

If a member of Council is re-elected for a second consecutive three-year term, the above policy will not apply. If however the member of Council is re-elected to a third consecutive three-year term, the member can avail themselves of the policy again.

If in the event a member is elected or appointed for a period of less than three years, for the purpose of this policy, it will be assumed that they have a three-year term and the above conditions will apply (i.e. in the second consecutive term, they will not be permitted to avail themselves of the policy). Notwithstanding the above, the reimbursement will only be available once in a six-year period.

This allocation will not apply to the President in the event they are elected as President in the first year of a three-year term as the President currently has an allocation for a computer during their year in office.

Members of Council will be advised of this policy at the start of their three-year term. Individual members of Council will be responsible for purchasing their own tablet and/or computer upgrade and submitting the necessary receipts to the Executive Assistant, Executive Services for reimbursement using the standard OAA expense form.

The follow items will be considered suitable for reimbursement under this policy:

- Tablet/laptop computer of choice;
- Upgrade of existing software being used by Council member;
- Cord, adapter, and/or battery necessary for the hardware that was purchased; and
- Protective case for the hardware purchased.

Items not listed will be reviewed in consultation with the Senior Vice President & Treasurer.

7. Members of Council will be reimbursed for toll costs incurred while using the 407 and 412 highways for OAA approved business.
8. Past members of Council will be reimbursed for return travel, as set out below and one night's accommodation in relation to the OAA's Annual Conference where they have been invited to attend an event at which they are to be recognized for their service and to receive a Certificate of Appreciation. The total reimbursement will be capped at \$2,000 including tax.

PRESIDENT

In addition to items under "All Councillors:"

1. The President to be paid an Honorarium adjusted by annual inflation factor for their duties as President, plus reimbursement of substantiated expenses and expenses for President and a guest to attend the RAIC Festival or other events approved by the Executive Committee.
2. An amount for "President Expenses" is included in the OAA budget to address miscellaneous expenses incurred in the



discharge of their responsibilities as President where such expenses are not otherwise addressed in the budget.

3. The President may purchase a laptop computer or tablet, up to \$2,000, and may also claim an allowance of \$300 per year related to internet access and/or to cover cellular data overages. This is in addition to the amount included under President's expenses above.
4. The President will be provided with an OAA credit card for use during their term of office. The President will be responsible for using the card only for its intended purpose and obtaining transactional evidence to support all charges.
5. The President will be responsible for submitting receipts to the Executive Assistant, Executive Services on a monthly basis to facilitate payment and avoid late payment charges.
6. The President will return the card to the Manager Finance upon completion of their term.

VICE PRESIDENTS (including SENIOR VICE PRESIDENT AND TREASURER)

In addition to items under "Councillors:"

1. Vice Presidents are paid an honorarium adjusted by annual inflation factor in respect of fulfilling their additional responsibilities in serving on Executive Committee as set out in Section 45 (c) of the OAA By-laws, Revised 2022.
2. With the prior approval of the Council, Vice Presidents will be reimbursed in accordance with the rates set out in this policy for substantiated expenses related to their attendance at the RAIC Festival, or other events.
3. With the prior approval of the Council, Vice Presidents will be reimbursed in accordance with the rates set out in this policy for substantiated expenses in addition to their own expenses related to hotel accommodation, breakfast, and travel for guests attending the RAIC Festival or other events.

II. REIMBURSABLE EXPENSES FOR MEMBERS OF STATUTORY, STANDING AND DISCRETIONARY COMMITTEES, AND TASK GROUPS

1. Members of Statutory, Standing, and Discretionary Committees, and Task Groups are not compensated for their activities related to participation on these groups.
 - .1 Members of Statutory, Standing, and Discretionary Committees, and Task Groups will be reimbursed in accordance with the rates set out in this policy for substantiated expenses related to participation on the groups (see Appendix A).
 - .2 Expenses related to attendance at meetings of Statutory, Standing, and Discretionary Committees, and Task Groups will only be reimbursed where a formal meeting notice is issued through the OAA (who will monitor available budget allocation).

III. REIMBURSABLE EXPENSES FOR REPRESENTATIVES TO OTHER ORGANIZATIONS, etc.

Except with the prior approval of the Council, OAA representatives to other organizations, etc are not compensated for their activities, and expenses will not be reimbursed.



APPENDIX A

RATES

Reimbursement is only made for expenses substantiated with appropriate receipts.

1. ACCOMMODATION

- .1 OAA staff may make accommodation arrangements where cost of accommodation is to be reimbursed by the OAA under this policy, and will arrange for cost of accommodation (only) and taxes to be invoiced to the OAA. (If arrangements for direct invoicing to the OAA are not possible, staff will advise of the accommodation cost which will be reimbursed)

2. MEALS AND INCIDENTAL EXPENSES

- .1 Expenses for meals and incidentals (expenses which are not specifically listed in this policy) will be reimbursed to a daily maximum of \$100 (including gratuities and taxes).
- .2 This maximum includes all applicable taxes and gratuities.

3. TRAVEL

- .1 Use of personal vehicles is reimbursed at the same rate as the [National Joint Council Rate](#), updated quarterly.
- .2 Reimbursement for air or bus fares is at economy fare. Arrangements are made by OAA staff on request. Travel by train may be arranged at the first class rate, also known as Business Class (not Business Plus).
- .3 Taxi and air limousine fares are reimbursed at cost (including gratuities).
- .4 Car rental will be reimbursed at cost where cost is equal to or less than cost of alternative transportation available under 1, 2, or 3.
- .5 Insurance coverage of \$500,000 is in place for Councillors (only) while travelling on Council business, and includes a weekly indemnity of \$300 in the event of dismemberment.

4. TELEPHONE

- .1 Long-distance telephone related to OAA business is reimbursed at cost.
- .2 Hotel charges for local calls are reimbursed at cost.

