



Remuneration Claim Policy

Purpose

Pursuant to the Municipal Pension Plan (plan) Joint Trust Agreement (JTA), the Municipal Pension Board of Trustees (board) may pay from the pension fund, to a trustee or an organization specified by the trustee, remuneration that has been set by the board.

The board has established this Remuneration Claim Policy to govern remuneration provided to trustees for conducting board business.

Policy

1. Remuneration is activity-based, payable subject to attendance, and reflecting, in general terms, the level of effort required of a trustee.
2. The full-day per diem for attendance at board-related meetings and educational events, effective January 1, 2024 is \$431.

Per diem claims for trustee attendance at meetings and educational events is as follows:

Position	Activity	Time commitment	Claim Amount
Trustee	Board-related meetings, educational events ¹	Meeting/event scheduled ² or attended for > 4 hours	Up to Full-day per diem
		Meeting/event scheduled ² and attended < or = 4 hours	Up to Half-day per diem
Trustee	Meetings for board-directed business not linked to a specific board or committee meeting	Actual time attended	Hourly rate ³
Board/Committee Member Trustee ⁴	Preparation and follow ups or other related activities for board and committee meetings	One-half the meeting scheduled ² time	Up to 50 per cent of meeting per diem

¹ Board-related meetings include board, committee and/or sub-committee meetings. Educational events include courses and conferences pursuant to the board's Trustee Orientation, Mentoring & Education Policy and Trustee Education and Training Course Map.

² For meetings, "scheduled" refers to the timing on the official schedule distributed by the board office at least one week in advance of the meeting. For educational events, "scheduled" refers to the timing on the official agenda or schedule distributed by the education provider in advance of the education session.

³ To determine claim amount, divide the number of hours attended by seven, using the full-day per diem rate and a seven-hour day

⁴ Trustees who attend committee meetings as a guest may not claim for meeting preparation or follow-up.

Board Chair and Vice Chair	Preparation and follow ups or other related activities for board meetings	Equivalent of meeting scheduled ² time	Up to 100 per cent of meeting per diem
Board Chair and Vice Chair	Meetings required by the chair/vice chair position for board-related business	Meeting > 4 hours	Up to Full day per diem
		Meeting < or = to 4 hours	Up to Half-day per diem
Committee Chair and Alternate Chair	Preparation and follow ups or other related activities for committee meetings	Equivalent of meeting scheduled ² time	Up to 100 per cent of meeting per diem

3. Trustees are permitted to claim pro-rated per diems for travel over two hours to attend board-related meetings and educational events¹. Travel claims are based on the total combined time to travel to and from the destination, are limited to time that the trustee is actually in transit (i.e. waiting for connections) and are not to include time at the destination, which is compensated through the per diem permitted for attendance at meetings. The maximum travel claim allowed for a single board-related meeting or educational event will be two days.

Travel claims will be made in accordance with the following scale⁵:

Duration of travel (total of time to and from destination, excluding time at destination)	Claim
≤ 2 hours	No claim
2 hours	.29 of a day
3 hours	.43 of a day
4 hours	.57 of a day
5 hours	.71 of a day
6 hours	.86 of a day
7 hours	One day
8 hours	1.14 days
9 hours	1.29 days
10 hours	1.43 days
11 hours	1.57 days
12 hours	1.71 days
13 hours	1.86 days
> 14 hours	Two days

4. The board chair receives an administrative allowance equivalent to 20 days per diem per annum, payable in three installments, in recognition of activities that are not specific to meetings. The vice chair receives an administrative allowance equivalent to 15 days per diem per annum, payable in three installments, in recognition of activities that are not specific to meetings.

⁵ Trustees should apply best judgement when determining duration of travel claim

5. The per diem will be increased annually by a percentage equivalent to the cost-of-living increase granted to pensions under the plan. On January 1, when the board has granted a cost-of-living percentage increase to pensions, the board office will update the policy to reflect the cost-of-living increase to the full-day per diem rate.

Procedures

1. Trustees should submit claims for remuneration to the board office prior to, or at, each regular board meeting using the Remuneration Claim Form.
2. Trustees may submit unsigned Remuneration Claim Forms by email provided the completed forms are emailed from the trustee's email address on record with the board office.
3. Trustee claims for remuneration will be reported to and approved by the board at each regular board meeting, and are subject to verification by the board secretary following the board's approval.

Policy Review

Triennial.

Policy Classification and Access

This policy is classified as public; it is freely available to share outside of the organization.

Original Policy: April 1, 2004

Last Approved: October 30, 2023 (Benefits, Communications and Advocacy Committee approved COLA)

Effective: January 1, 2024