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<b>SCHEDULE 3 TO BY-LAW NO. 1</b>
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**FEES AND EXPENSES**

**1. GENERAL**

The provisions of this Schedule do not apply to members of council who have been appointed by the Lieutenant-Governor in Council but do apply to all other members of council and members of the College.

Where a person who is otherwise not entitled to the payment of fees or the reimbursement of expenses pursuant to the provisions of this Schedule makes a request for such payment or reimbursement, said request shall be referred to the executive committee and paid if approved by that committee.

**2. FEES**

The fees hereinafter set out are intended to partially reimburse the persons to whom they are applicable for the overhead relating to the person's practice of dentistry and/or the loss of professional income which could otherwise have been derived from the practice of dentistry and/or the exercise of consulting privileges during the time devoted by said persons to council and College matters.

The per diems as stated below shall automatically be adjusted annually effective January 1 by an amount equal to the CPI adjustment for staff salary ranges as contained in the College's budget (after approval by Council), rounded up to the nearest \$5.00, the first of such adjustments to be made effective January 1, 2002.\*

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\* The current per diem amounts being paid pursuant to Schedule No. 3 to By-Law No. 1 for the year 2014 are as follows:

<b>President:</b>	<b>Committee &amp; Panel Chair:</b>	<b>Other Council Members:</b>
\$1,525 per full day	\$1,235 per full day	\$1,030 per full day
\$785 per half day	\$620 per half day	\$530 per half day
\$415 per quarter day	\$325 per quarter day	\$265 per quarter day

The president shall receive \$1,155.00 for each day and/or \$580.00 for each half day and/or \$290.00 for each quarter day for the following attendances respecting the affairs of the College, namely, meetings of the council, executive or other College committees; meetings with College senior staff; Ontario Dental Association Local Society meetings; conferences and meetings of the Canadian Dental Association, Ontario Dental Association and other Federal or Provincial conferences and meetings to which the president is invited; graduation ceremonies for the Ontario Dental Faculties / Schools of Dentistry; and any other meetings for which prior approval has been received from the executive committee.

Committee chairs and panel chairs presiding at a College committee meeting shall receive \$930.00 for each day and/or \$465.00 for each half day and/or \$235.00 for each quarter day spent in respect of the attendance at those meetings.

Each other member of council and each other member of a College committee shall receive \$775.00 for each full day and/or \$390.00 for each half day and/or \$195.00 for each quarter day spent in respect of the attendance at those meetings.

Each member of council or member of the College shall receive \$775.00 for each full day and/or \$390.00 for each half day and/or \$195.00 for each quarter day spent attending to College matters if the member's attendance was approved by the president or the executive committee.

No more than one full-day fee shall be requested or paid for any calendar day without the consent of the finance, property and administration committee.

In determining the appropriateness of a full-day, half-day, or quarter-day fee, there shall be no inclusion of time spent in preparation.

Notwithstanding anything contained herein, each member of a panel of the inquiries, complaints and reports committee shall be entitled to an additional one-full day fee, at the rate provided for non-chairs, for each full-day attendance at a meeting of a panel of the inquires, complaints and reports committee to take into account the extraordinary amount of preparation which is required to prepare for meetings of the panels of the inquiries, complaints and reports committee.

Notwithstanding anything contained herein, the member of the panel of a panel of the discipline committee charged by the panel with the responsibility of preparing draft reasons for the panel's decision(s) shall be entitled to an additional fee, at

the rate provided for non-chairs, for the time taken to prepare the reasons to a maximum of 2 (two) full days per hearing.

### **President's Annual Fee**

In addition to the fees [per diem] provided to the president for specific attendances as more particularly set out in this Schedule, the president shall receive an annual fee of \$50,000 for acting in the capacity of president respecting all other activities which are not otherwise specifically dealt with in this Schedule.

### **Personal Attendances**

A full-day fee may be requested and shall be paid where the time spent in attendance, including that portion permitted herein for travel, exceeds four (4) hours.

A half-day fee may be requested and shall be paid where the time spent in attendance, including that portion permitted herein for travel, exceeds two (2) hours but does not exceed four (4) hours.

A quarter-day fee may be requested and shall be paid where the time spent in attendance, including that portion permitted herein for travel, does not exceed two (2) hours.

Where a meeting is called on the basis of a full-day or half-day attendance or where the attendance is reasonably expected to last a full day or half day and the actual time spent in the meeting or attendance is less than a full day or half day, as the case may be, the person entitled to the fees herein may request and shall be paid for the time expected to be spent at the meeting and/or the attendance.

A person receiving fees hereunder may include reasonable time actually spent in travelling to or from the person's home or office in order to attend or return from the aforementioned meeting or attendance in determining whether a full-day, half-day, or quarter-day fee should be charged or, where the member needed to travel on the day prior to and/or the day after the day of attendance, whether an additional full-day, half-day, or quarter-day fee should be charged.

Persons entitled to fees herein shall take into account in making their request whether income or opportunity to earn income has been lost in determining whether a request for fees should be made relative to fees based solely on travel.

### **Cancellation**

Where a member of a committee or panel of a committee of the College is requested to attend a hearing, meeting or other business for which that person would be entitled to fees under the by-laws and that hearing, meeting or other business is cancelled, the person shall be entitled to request and receive the fees which would otherwise have been payable but for the cancellation for each intended day of the hearing, meeting or other business provided that the person submitting the request

- (a) would, but for their arranging to be available for the hearing, meeting or other business of the College, have earned income from the practice of dentistry on the day for which the fee is requested, and
- (b) made a reasonable attempt to mitigate against the loss of that income for that day but was unable to do so.

Provided if the person is successful in partially mitigating his/her loss of professional income, that person may request and receive a pro-rated portion of the fees otherwise payable pursuant to this by-law.

### **Conference Call Meetings**

Where a conference call meeting is to be held, the person responsible for the arranging of said meeting shall indicate in advance thereof to the persons who are to meet, the anticipated length of time required for such meeting. Where a person to whom this Schedule applies is required in the course of his/her duties to spend time by way of telephone conference call meetings, said person shall record and accumulate the time spent in respect of such meetings.

A one-half day fee at the rate previously referred to in this Schedule may be requested and shall be paid where the accumulated time spent on conference call meetings exceeds three (3) hours of time. For the purposes of calculating the time spent, the council member may include in said calculation the time allocated for

said conference call meeting by the person responsible for the arranging of said conference call meeting or the actual time spent in the conference call meeting, whichever is greater.

No fee other than that provided for by these provisions shall be paid for time spent in regard to conference call meetings.

If at the conclusion of the term of office of a person to whom this Schedule applied, less than three (3) hours is accumulated, then that person shall be paid for the accumulated time on a pro-rata basis.

### **3. EXPENSES**

The College shall reimburse all persons carrying out official business of the College approved by the president or the executive committee for valid expenses in accordance with the provisions set out herein. These expenses shall not include the expenses of those persons' spouses unless approved by the president or the executive committee.

Subject to the following, allowable expenses include travel to and from one's home or office, accommodation, meals, gratuities and local travel during the period of time necessary to conduct College business.

For members of council appointed by the Lieutenant-Governor in Council, the relevant expense policy of the Government of Ontario applies.

#### (1) Travel

Air: Economy class round trip transportation by the most direct route, if the scheduled uninterrupted flying time of the most direct route to that destination is less than or equal to four and one-half hours and business class round trip transportation by the most direct route, if the scheduled uninterrupted flying time of the most direct route to that destination is greater than four and one-half hours, plus reasonable ground transportation to and from the airport.

Train: First class (club car) round trip transportation by the most direct route, plus transportation from home or office to and from railway station.

Personal

Automobile: A per kilometre allowance at an amount equal to the Revenue Canada Rate, as defined hereinafter, as it existed on January 1<sup>st</sup> of the year in which the travel expense was incurred but not to exceed the equivalent economy air fare plus ground transportation, without the approval of the finance, property and administration committee. Parking expenses shall also be paid.

For the purposes of the preceding paragraph, the Revenue Canada Rate is the rate prescribed for the purposes of paragraph 18(1)(r) of the Income Tax Act, Canada as the maximum allowance for kilometres driven by individuals who drive less than 5000 kilometres in southern Ontario.

(2) Accommodation

Subject to the provisions herein, the College shall reimburse persons to whom these provisions are applicable for reasonable hotel accommodation required by the person to attend a meeting or other attendance.

No reimbursement of hotel accommodation expense shall be made where the person required to attend resides within fifty (50) kilometres of the place of attendance or meeting unless said person is required to attend on two or more consecutive days. In the event a person is required to attend on two or more consecutive days, that person may request and the College shall reimburse said person in accordance with the provisions herein, for hotel accommodation for that/those night(s) of accommodation between the consecutive days of attendances.

The College has corporate arrangements in Toronto with certain reasonably proximate hotels. Therefore, where the College is required to reimburse a person pursuant to these provisions referable to the expense of hotel

accommodation in the Metropolitan Toronto area, said reimbursement will be limited to the amount of a special rate negotiated at a hotel designated from time to time by the finance, property and administration committee.

If a person other than a person entitled to reimbursement hereunder shares the hotel accommodation, the difference, if any, between the single and double rate shall not be reimbursed by the College. Charges made while a guest at the hotel which are in the nature of personal charges, such as personal telephone calls, in-house movies, purchases, laundry, food and service other than in respect of meals (to which the meal policy provided hereinafter applies), shall not be reimbursed by the College.

(Information concerning current hotels is available from the College office. When making reservations, persons to whom these provisions are applicable should inform the corporate hotel that they are representatives of the College.)

(3) Meals

The College shall reimburse persons entitled hereunder for monies actually spent for meals, including bar service (if any) and gratuities subject to the following maximums:

Breakfast - \$15.00  
Lunch - \$20.00  
Dinner - \$50.00

The College shall not reimburse for bar bills exclusive of meals.

For clarification, dinner will not be reimbursed at an amount higher than \$50.00 if a member does not incur expenses for breakfast and/or lunch on a given day.

(4) Gratuities

Gratuities, other than those applicable to meals, shall be reimbursed up to a maximum of \$6.00 per day.

(5) Telephone Charges

The College shall reimburse persons entitled hereunder for the cost of local and long distance telephone charges relative to College business. (Dial direct and submit a copy of the long distance telephone bill with the expense requisition.)

(6) Insurance

The College carries travel accident insurance coverage for those travelling on its official business. The policy provides coverage for loss of life or disability. Complete details are available from the College office.

(7) Other Sources

Reimbursement shall not be made by the College when reimbursement is made for the same expense by others.

(8) Weekend Travel

If a member of the council who is otherwise entitled to reimbursement for expenses hereunder is required to be absent from his or her residence on a weekend and where airfare savings would be effected if the member stayed over Saturday night, the member may submit and obtain additional reimbursement for an accompanying spouse or significant other (“spouse”) in respect of the actual expenses related to the spouse's airfare and meals, calculated in accordance with this Schedule. The maximum amount of expense to be reimbursed to the member shall not exceed the maximum expense which would have been reimbursable by the College if the member had travelled alone and returned to his/her residence without staying over the Saturday night, namely:

- (a) one full return airfare (Y class);
- (b) meal and hotel allowance for the member for the number of days necessary for the business conducted on behalf of the council calculated in accordance with this Schedule.



#### 4. PROCEDURE

All claims should be presented for processing at the College headquarters within thirty (30) days from the close of the meeting or other official business of the College being pursued. Claims in excess of the above allowances will be adjusted before processing. Any dispute respecting the fees and expenses payable hereunder shall be settled by decision of the finance, property and administration committee.

Although claims may be submitted to the College on the day of the meeting, because of the time required for processing, cheques will not be issued on that day but will be mailed to the recipient within a reasonable time thereafter.

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