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Remuneration guidelines for part-time GIC appointees in agencies, boards, and commissions

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Cette publication est également disponible en français : Lignes directrices concernant la rémunération des titulaires à temps partiel nommés par le gouverneur en conseil au sein d'agences, de conseils et de commissions.

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Introduction

These guidelines set out the amounts and conditions of payment for the part-time services of persons appointed to office by the Governor in Council (GiC). They are not an authority in themselves. They set out what can be recommended routinely and without substantiation for the approval of the GiC. Each organization must obtain its own Order in Council for authority to pay.

Authority

Generally, the statute that creates the organization specifies the authority to fix remuneration for GiC appointees.

Application

These guidelines apply to all persons appointed to part-time positions in agencies, boards and commissions for which the GiC has the authority to fix the rate of remuneration.

They do not apply to full-time employees or appointees of a Canadian government organization because they are not eligible to receive additional remuneration for a part-time GiC appointment.

Principles

The Canadian government's compensation policy recognizes the need to attract and retain well-qualified appointees.

Service to the public and not adherence to market rates influences the remuneration of the highest executive levels. This principle also influences remuneration for part-time service. Exceptions are public practitioners such as lawyers, conciliators, arbitrators, etc. whose appointment requires them to provide these professional services.

Definitions

Executive Organizations are those whose primary mission is to make final and binding decisions and/or to produce goods or services.

Advisory Organizations are those which engage in investigative, evaluative or research activity to provide opinions or recommendations.

Amounts and Conditions of Payment

The schedule of per diem rates that follows specifies the maximum rates that may be submitted for GiC approval on a routine basis.

Submissions requesting rates that exceed those of the schedule must include justification for exceptional consideration by the GiC.

When a statute by which an organization is created limits payment to a particular circumstance, such as for attending meetings, no per diem payment may be made for any other reason.

Only one per diem payment shall be made in respect of a twenty-four hour calendar day.

A per diem rate is normally payable for the following:

- attendance at meetings of the full organization and of recognized committees or sub-committees of the organization (including appointees' participation by electronic means);
- four meetings conducted among a quorum of the organization or its committees or sub-committees by telephone or other similar facility;
- traveling time, if the time required to travel between the meeting place and the normal place of residence exceeds three hours; and
- special executive, analytical or representational responsibilities explicitly designated by the governing members of the organization.

In organizations where the statute establishes a position of vice-chair, or equivalent, the per diem may be set at a rate higher than that for members in acknowledgement of additional responsibilities.

Category Allocation

The allocation of an organization to a category depends on:

- a. the complexity and diversity of its sphere of activity;
- b. the scope of its activity, ranging from the individual person or single, local facility, to the entire citizenry or whole industries of national significance;
- c. the impact of its activity, ranging from ancillary attributes and peripheral concerns to basic rights, fundamental characteristics or essential well-being.

Travel Expenses

Subject to any statutory provisions to the contrary, the Treasury Board Travel Directive, as it applies to the Executive Group of the Public Service, shall govern the reimbursement of travel expenses incurred by part-time GiC appointees.

Schedule - Per Diem Rates

	Executive		Advisor	
Category	Member	Chair	Member	Chair
I	\$475 - \$550	\$675 - \$800	\$375 - \$450	\$550 - \$650
II	\$350 - \$400	\$475 - \$550	\$275 - \$325	\$375 - \$450
III	\$250 - \$300	\$350 - \$425	\$200 - \$250	\$300 - \$350
IV	\$200 - \$250	\$300 - \$350	-	-

See Annexes A and B for the allocation of organizations to categories.

Annex A - Executive Agencies, Boards and Commissions

Category I

- Canadian Institutes of Health Research
- Energy Supplies Allocation Board
- Indian Specific Claims Commission
- Oil and Gas Committee
- Patented Medicine Prices Review Board

Category II

- Arbitration Board (Inuvialuit)
- Canadian Cultural Property Export Review Board
- Environmental Impact Review Board
- National Farm Products Council
- Ship-source Oil Pollution Fund

Category III

- Cree Naskapi Commission
- Merchant Seamen Compensation Board

Category IV

- Nunavut Wildlife Management Board
- Oshawa Harbour Commission
- Renewable Resources Board (Sahtu)
- Renewable Resources Board (Gwich'in)

Annex B - Advisory Agencies, Boards and Commissions

Category I

- Canadian Centre for Occupational Health and Safety
- Law Commission of Canada
- National Round Table on the Environment and the Economy
- Security Intelligence Review Committee

Category II

- Atlantic Canada Opportunities Board
- Canadian Polar Commission
- International Centre for Human Rights and Democratic Development

Category III

- Canada-Norway Sealing Commission
- Environmental Impact Screening Committee
- Historic Sites and Monuments Board
- International Commission for the Conservation of Atlantic Tunas
- International Council for the Exploration of the Sea
- National Advisory Council on Aging
- National Council of Welfare
- North Pacific Anadromous Fish Commission
- Northwest Atlantic Fisheries Commission