

Councilor Compensation Policy

H-61, F-05

LONG TITLE	A Policy Respecting Compensation for Councilors of the Association	DATE OF ENACTMENT	Before 2013
		LAST AMENDED	21 November 2022
REFERENCE No.	H-61	NEXT REVIEW	August 2024
CROSS-REFERENCE.	F-05		
CATEGORY	Human Resources, Finance	COMPETENT CHAMBER	Board

MANDATE

This Policy shall govern the compensation of Councilors in the Association. It is recognized by the Association that Councilors in the course of their public service ought to be compensated justly for their work. Such compensation is essential to ensure proper dedication to the duties of those offices. This policy shall apply to Councilors. This Policy shall be reviewed every two years by Council.

INTERPRETATION

1 This Policy may be called the *Councilor Compensation Policy*.

2 In this Policy, the following definitions shall apply:

“**association**” means the Carleton University Students’ Association;

“**board**” means the CUSA Board of Directors

“**compensation**” means the full and proper remuneration for an elected official;

“**councilor**” means any member of the corporation and voting member of the CUSA Council, excluding the President/CEO

“**subcommittee**” means a respective subcommittee of the board

GENERAL ADMINISTRATION

Who should review Councilor Compensation?

3 The Human Resources Subcommittee and the Finance & Governance Subcommittee should jointly review Councilor Compensation.

Quorum

4 Quorum shall be as established within respective Subcommittee terms of reference, independently of one another.

Independence and Punishable Offenses

5 Councilors must not interfere with the deliberations of the Subcommittees or the Board or unduly influence them towards a certain course of action.

Conflict of Interest Policy (G-05), Councillor Accountability and Discipline Policy (G-10)

6 Councilors must not collect any benefits in the execution of their duties for this Association outside of their approved compensation, excluding CUSA Awards and reimbursements.

Conflict of Interest Policy (G-05) s. 4(3)

STANDARDS FOR COUNCILOR COMPENSATION

What can be considered compensation?

7 Compensation for councilors may be:

- (a) An honoraria;
- (b) in the form of discounts or rebates for CUSA-owned businesses;
- (c) access to professional development opportunities; and
- (d) a validation of experience in the Co-Curricular Record.

Who is eligible for compensation under this policy?

8 CUSA Councilors not employed as Executives or Full Time Staff of the Association.

What is the compensation for serving as a CUSA Councilor?

9 Compensation for councilors will be

- (a) a 10% discount on select items at CUSA-owned businesses; and
- (b) a validation of experience in the Co-Curricular Record.

What is the additional compensation for a Councilor serving as Chair of a Committee?

10 additional compensation for councilors serving as a chair of a committee that meets at least once per month shall be

- (a) a \$50 honorarium per meeting attended up to a maximum of \$250.00 per academic semester; and
- (b) a validation of experience in the Co-Curricular Record.

Can an honorarium be increased or decreased?

11 Yes, only at the will of the Board.

How should it be decided whether an honorarium is to be granted to a Councilor or not?

12 Any individual executing in good faith, for any period of time, the responsibilities and duties of a councilor or chair of a committee shall be entitled to their stipend.

Surrender of honorarium

12 Any Councilor may, at any time, surrender all or part of their compensation and have it returned to the general fund of the Association.

How is an honorarium processed?

13 Upon completion of a term as a committee chair, the Human Resources office shall prepare the honoraria for each eligible individual and ensure the Finance Office processes the honoraria.

How is the Co-Curricular record experience maintained?

15 The Director of Student Development will ensure all applicable Council Officer positions are available within the Co-Curricular record.

SCHEDULE OF AMENDMENTS

DATE AMENDED	MOVED	SECONDED	SUMMARY
Before 2013	N/A	N/A	Adopted as s. 3.0 of <i>Bylaw IV - Finances and Fees</i> , Compensation Review Committee created.
30 August 2016			Deadline for Compensation Review report moved to November Council meeting from June 15 of the same year.
21 November 2022	G. Simms	A. Stokios-Lettieri	Section 10 (a) amended from a \$500 per year honorarium.