

# International Development Research Centre

## Governor Honoraria Policy

1. Context and Governor's Work for IDRC
  2. Objective
  3. Application
  4. Roles and Responsibilities
    - 4.1 All Individuals involved in the Governor Honoraria Payment Process
    - 4.2 Corporate Secretary
  5. Payment of Honoraria to Governors
- 

### 1. Context and Governor's Work for IDRC

a) IDRC is a Canadian Crown corporation with a Board of Governors appointed by the Governor in Council, composed of up to 14 governors, including the Chairperson and the President and Chief Executive Officer. Consistent with the general practice for board members of Crown corporation boards, IDRC governors, excluding the President and Chief Executive Officer, are paid certain retainer and honoraria fees for work they do for and on behalf of IDRC. Governors are paid such amounts consistent with orders in council issued from time to time by the [Governor in Council](#).

b) Honoraria are paid to Governors for:

- attendance and participation at IDRC Board of Governors meetings;
- engagement in the business of the IDRC Board of Governors, other than during meetings of the Board of Governors, including but not limited to attendance and participation at Board committee meetings and performing representative functions on behalf of IDRC; and
- travelling to or from meetings of the Board of Governors, or on other IDRC business (collectively hereinafter referred to as "IDRC Business").

### 2. Objective

This Policy demonstrates Governors' commitment to the prudent use of public funds, through the stipulation of payment of honoraria in relation to IDRC Business. It further sets out the roles and responsibilities of individuals involved in the process of paying such honoraria. This is done in order to promote the highest standards of transparency and accountability.

### 3. Application

This Policy applies to Governors, including the IDRC Chairperson, but excluding the IDRC President and Chief Executive Officer. For greater clarity, the IDRC President and Chief Executive Officer is remunerated in a manner consistent with a performance management and order in council process applying uniquely to him or her, as the case may be.

### 4. Roles and Responsibilities

#### 4.1 All Individuals involved in the Governor Honoraria Payment Process

All individuals, including Governors, involved in the payment and receipt of Governor honoraria are responsible for demonstrating the highest standards of ethical conduct in carrying out these activities, such that public confidence and trust in the integrity of IDRC

# International Development Research Centre

## Governor Honoraria Policy

are maintained and enhanced. All such individuals shall comply with the provisions of this Policy and become familiar with any related procedures.

### 4.2 Corporate Secretary

With respect to Governor honoraria, the Corporate Secretary, a Board-appointed officer of IDRC, shall verify, approve, and direct IDRC's payment of honoraria to Governors.

### 5. Payment of Honoraria to Governors

a) Subject to subsections (b) and (c) below, and in keeping with Order in Council P.C. 2005-466 of 29 March 2005, any subsequent related orders in council, and the Privy Council Office's Remuneration Guidelines for Part-time Governor in Council Appointees in Agencies, Boards and Commissions, remuneration paid to Governors in the form of honoraria shall be paid in accordance with the following rate schedule, in relation to each day spent on IDRC Business:

- For all Governors excluding the Chairperson: CAD 410.00 per day; and
- For the Chairperson: CAD 420.00 per day.

b) In relation to preparation for, and attendance and participation at, Board committee meetings, Governor honoraria shall be paid at rates of half (0.5) the applicable rates set out in (a) above, being CAD 205.00 and CAD 210.00 respectively.

c) In relation to time spent on preparation for attendance and participation at Board and Board committee meetings, governors will be paid honoraria on a one for one basis. For greater clarity, for each day of Board meetings Governors participating will be paid a corresponding day of preparation time, while for each Board committee meeting Governors participating will be paid a corresponding half (0.5) day of preparation time.

d) The Office of the Secretary and General Counsel will be responsible for recording the time that respective Governors spend on IDRC Business, so as to calculate honoraria amounts payable in accordance with this Policy. The Secretary will certify such honoraria amounts so as to authorize the payment thereof by IDRC, as well as the application by IDRC of all applicable tax withholdings, in compliance with Canadian legislation.