

Originating Department: FINANCE & MEMBERS' BENEFITS

Distribution: All Staff

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PURPOSE

The objectives of this policy are to:

- Accurately reimburse those who participate in Doctors of BC committee meetings.
- Minimize risk of duplicate payments.
- Ensure honoraria expenses are charged to the correct committee in the correct year.
- Ensure compliance with the Excise and Income Tax Acts.

POLICY

AUTHORIZATION

- A Doctors of BC meeting is authorized to be paid through completion of an Attendance List.
- An Attendance List must:
 - be created through PASPort: Honoraria and Sessional > Meetings;
 - be completed by the meeting organizer (Committee Administrator);
 - have attendance confirmed by:
 - the Committee Administrator,
 - a senior employee, or
 - the Committee chair.
 - be submitted to the Finance and Members’ Benefits Department (Finance) on a timely basis.
- No honoraria claims will be paid by Finance without an approved Attendance List.

ELIGIBLE HOURS

- Honoraria will be paid based on the time away from home or practice for Doctors of BC business.

- A working day for the purposes of honoraria is pro-rated in 1/4 day increments to the overall daily maximum as follows:
 - 1/4 day is from 30 minutes – 2 hours 30 minutes;
 - 1/2 day is from 2 hours 31 minutes – 4 hours 30 minutes;
 - 3/4 day is from 4 hours 31 minutes – 6 hours 30 minutes; and
 - 1 day is over 6 hours 30 minutes.
- A day is typically considered to be office hours.
- Both meeting and travel time are eligible.
- Honoraria will be paid for travel on Sundays if transportation is not available to return home on the day of the meeting (**Resolution B05/09/22-29**).

RATES

- Honoraria will be paid based on current rates.
- Honoraria rates will increase concurrently with MSP sessional rates as defined in the Physician Master Agreement (**Resolution B15/05/01-15**), other than the following:
 - That honoraria rates be increased by 2.8% on July 1st of 2019, 2020, and 2021 (**Resolution B19/05/03-12 & RA19/05/31-05**) which will average the rate increases over the term of the 2019 Physician Master Agreement.
- Stipends, other than the Board, will be tied to the Honoraria rate increases as of January 1, 2023, with a retroactive adjustment for the rate increase in 2021 (**Resolution B23/05/19-06**).
- Board stipends will be tied to the Honoraria rate increases as of January 1, 2024 (**Resolution RA23/06/02-05**).

Video and Teleconference Calls

- Video and teleconferences will be paid:
 - in blocks of 15 minutes at the current rate for a call that is for at least 30 minutes in duration.
 - for meetings:
 - on or after July 1, 2018 at an hourly rate based on the honoraria rates of in-person meetings (**Resolution B18/04/13-10**).

Committee Meetings

Chair Prep Time

- A committee chair is permitted to claim for actual preparation time:
 - on or after July 1, 2018 for in-person meetings and teleconferences (**Resolution B18/04/13-11**).
 - to a maximum of 3 hours, based on current rates (**Resolution B11/06/10-28**).

Committee Member Prep Time

- As of January 1, 2023, a committee member is permitted to claim for actual preparation time, based on current rates (**Resolution B23/03/03-05**):
 - up to 1 hour for half day meetings (3.5 hours)

- up to 2 hours for full day meetings (7 hours)

Board of Directors

Director Stipends

- The Directors, other than the President, will each be paid an annual stipend, based on their position and current rate, (**Resolution RA17/09/14-04**) in two equal instalments in July and January of their term.
- The Directors stipends be increased to amounts presented at the June 2, 2023 RA meeting, as of January 1, 2023. The stipends will be considered compensation in recognition of Directors' time spent fulfilling their director duties, including all meeting time, member engagement and regular travel time (**Resolution RA23/06/02-03**).
- The Directors can claim their travel time, in addition to their stipend, if their travel requires them to be away from their practice the day prior to or the day following the scheduled meeting (**Resolution RA23/06/02-04**).
- That effective January 1, 2024, all Board stipends will increase with the honoraria rate increases which are tied with the Physician Master Agreement (**Resolution RA23/06/02-05**).

Committees

- The Board of Directors appointees to committees (including the Board Chair and the President Elect), will be paid the regular member-at-large committee rate (**Resolution RA19/05/31-04**).

Joint Committees

- The members of the Joint Committees, as listed below, will be paid an honoraria at the same rate as the Board of Directors (**Resolution B14/01/24-26**).
- Joint Committees are as follows:
 - General Practice Services Committee;
 - Joint Benefits Committee;
 - Joint Standing Committee on Rural Issues;
 - Shared Care Committee; and
 - Specialist Services Committee.
- The co-chairs of these Joint Committees may submit a claim for up to 1 full day per month if required to spend time on background work that exceeds 3 hours preparation time per meeting (**Resolution B14/01/24-27**).

Medical Services Commission (MSC)

- Doctors of BC MSC Commissioners will be paid a top-up for attending MSC meetings, where a top-up payment = Doctors of BC current rate – MSC rate.
- Doctors of BC MSC Commissioners must first make a claim with the MSC and submit a copy of that claim to the Doctors of BC.

President

- The President will be paid an annual stipend, based on the current rate, which will increase with MSP sessional rates as defined in the Physician Master Agreement (**Resolution B18/04/13-13**).

- This stipend covers all work by the President for Doctors of BC business, as detailed in the President Terms of Reference.

Representative Assembly

Members

- All members of the Representative Assembly (RA), including the Speaker and the Deputy Speaker, will be paid honoraria at the rate provided for committee members (**Resolution AGM17/06/03-06**).

Speaker & Deputy Speaker

- The Speaker of the Representative Assembly will be paid an annual stipend, based on the current rate, in two equal instalments in January and July of their term (**Resolution AGM17/06/03-07**).
- The Deputy Speaker of the Representative Assembly will be paid an annual stipend, based on the current rate, each July of his/her term (**Resolution AGM17/06/03-08**).
- This stipend is in addition to honoraria for attending RA meetings and covers all work by the Speaker and Deputy Speaker in preparing for RA meetings and performing other incidental tasks related to RA meetings.
- That all stipends, other than the Board, be tied to the Honoraria rate increases as of January 1, 2023, with a retroactive adjustment for the rate increase in 2021.

CANCELLED MEETINGS

- If a Doctors of BC committee meeting is cancelled with:
 - at least 3 business days' notice, no claim can be submitted; or
 - less than 3 business days' notice, a claim can be submitted but only if clinical activities cannot be rescheduled.
- The day of cancellation and the day of the meeting are not included when calculating the length of notice.

MEETINGS CALLED ON SHORT NOTICE

- The standard honoraria rate plus a premium of \$200 per day for each meeting day will be paid if a Doctors of BC committee meeting is called with less than 3 business days' notice (**Resolution B14/01/24-25**).

NON-MEMBER REMUNERATION

- Laypersons or non-member physicians may be appointed to a committee when:
 - their expertise is required;
 - no Doctors of BC member has the same expertise; and
 - prior approval has been granted by the Board of Directors.

THIRD PARTY TOP-UP PAYMENT

- A committee or Board member who receives honoraria from Doctors of BC may not receive remuneration or reimbursement for expenses from a third party for attendance at a Doctors of BC meeting in addition to the honoraria and expense reimbursement paid by the Doctors of BC under this policy (**Resolution B14/01/24-28**).

INCOME TAXES

- Honoraria paid to a Doctors of BC committee or Board member is considered employment income per Canada Revenue Agency (CRA) guidelines and is subject to Canada Pension Plan (CPP) and tax withholdings at the current rates.
- A T4 will be issued to the individual for the year, in February of the following year.

TRAVEL EXPENSE REIMBURSEMENTS

- All travel expenses must be supported by receipts.
- A scanned copy of the receipt will also be accepted if it is clear, legible, complete and is not a duplicate of a previously submitted item.
- Receipts are not required for mileage claims.
- There will be no daily per diem allowances payable (**Resolution B11/06/10-27**) as it has been combined with the honoraria rate.

Accommodation

- An overnight per diem allowance for those committee members who live outside of Metro Vancouver (Vancouver, North Vancouver, West Vancouver, Richmond, Delta, Burnaby, New Westminster, Coquitlam, Port Coquitlam, White Rock, Surrey, Maple Ridge and Langley) and who need to spend a night away from home due to Doctors of BC business, will be paid at the current rates and based on the number of overnights claimed.
- A “peak” overnight per diem will be paid at the current rates from May 1st to October 1st (**Resolution B18/11/02-07**)

Air Travel Expenses

- Air travel is to be booked at the most economical airfare when less expensive forms of transportation are not possible or reasonable.
- The following additional expenses will not be reimbursed:
 - more than 1 checked bag;
 - the cost of selecting a seat;
 - upgrades;
 - use of the airport lounge.

Car Rental Expenses

- Car rentals will be reimbursed at the full cost, including gas.

Ferry Travel Expenses

- Ferry travel will be reimbursed at the full cost.
- The following additional expenses will not be reimbursed:
 - additional passengers;
 - use of lounges.

Parking Expenses

- Parking will be reimbursed when driving a private vehicle.
- The following expenses will not be reimbursed:
 - parking at the Doctors of BC parking lot;
 - parking fines.

Vehicle Travel Expenses

- Bus expenses will be reimbursed if supported by a receipt and a Compass Card (TransLink) usage report.
- Private vehicle travel will be reimbursed for trips:
 - on or after July 1, 2018:
 - for travel over 50km, return trip (100% over 50km, 0% for 50km and under) (**Resolution B18/04/13-12**);
 - at current mileage rates (no receipt required). Mileage rates are intended to cover the cost of gas.
- Fines for traffic violations will not be reimbursed.

DEADLINE

- All honoraria and expense claims must be submitted to Finance within **3 months** of the meeting date.
- No honoraria claims will be paid after 3 months from the meeting date, except under extenuating circumstances where claims may be submitted up to 6 months from the meeting date. No claims will be paid after 12 months from the meeting date (**Resolution B23/11/03-05**).
 - For *extenuating circumstances*:
 - a) that result in a claim submission over the 3-month deadline, but up to 6 months from the meeting date can be approved by the Manager.
 - b) that result in a claim submission over the 3-month deadline, but greater than 6 months and up to 12 months from the meeting date will need VP or CEO approval.
 - c) No claims will be paid after 12 months from the meeting date.

ELIGIBILITY

- Claims may be submitted by:
 - Doctors of BC members in good standing, including those who are salaried physicians (**Resolution B05/09/22-29**);
 - laypersons or non-members who have been appointed to a committee.

REVIEW

- The rates in this policy will be reviewed every five years by the Audit & Finance Committee, starting in 2019 (**Resolution B18/11/02-06 & B19/03/08-13**).

BREACH OF POLICY

- A breach of this policy by a Doctors of BC employee may result in disciplinary action, ranging from a warning up to a termination of employment, depending on the seriousness or frequency of the incident, as well as any other relevant factors.

- A breach of this policy by a physician may result in a dismissal from the committee depending on the seriousness or frequency of the incident, as well as any other relevant factors.

SAFE REPORTING OF A SUSPECTED POLICY BREACH

- An employee may report a suspected breach to their manager, the Chief Financial Officer or another person in authority.
- All such concerns will be investigated and the employee will be informed of the outcome.
- Regardless of the outcome, a complainant, as well as anyone providing information, will be protected from any form of retaliation with respect to his or her employment with or membership in Doctors of BC.

INQUIRIES

If you have questions regarding this policy, please contact the approver.