

POLICY MANUAL: KOOTENAY BOUNDARY DIVISION OF FAMILY PRACTICE SOCIETY

POLICY 6.1.2: BOARD REMUNERATION POLICY

PREAMBLE

Health Professionals who become directors of the Kootenay Boundary Division of Family Practice do their work as directors on time that could ordinarily be billable; hence, they are compensated for this time.

POLICY

The Division of Family Practice pays directors' fees to board members for their preparation for and participation in Division board meetings, board retreats, and board committee meetings (e.g. Human Resources, Audit/Finance, Nominations Committees, Policy, Executive).

To ensure that board members are correctly reimbursed for directors' fees, and expense claims the Division has established the following implementation guidelines.

1. Directors' fees for Board Meetings and Board Committee Meetings are paid based on time scheduled or if longer, a time determined and approved by the Board Chair or Committee Chair.
2. Reimbursement will be paid in blocks of 15 minutes. If the board member attends an event lasting half a day or one day, he or she will be paid one or two sessional fees, respectively (i.e., 3.5 hours or 7 hours respectively). Any variance from this must be approved by Committee Chair or Board Chair
3. There will be no payment for canceled meetings, except for expenses already incurred.
4. Attendance at Board and Committee Meetings and duration of the meeting will be recorded as part of the minutes and approved by the Board or Committee at subsequent meetings.
5. No directors' fees or other honoraria will be paid for attendance at the Annual General Meeting.
6. Board Members are only paid from a single source for their work. Therefore, if board members receive a salary, and their Division board or board committee work takes place during their normal work hours, no directors' fees will be paid. This ensures that there is no situation where board members are being paid twice for the same activities. Onus on the director to state the potential for duplication of payment. An exception occurs when a director is being paid to be on-call.
7. The fee rate for all board members (MD and non-MD) to attend and prepare for monthly board meetings and to undertake specific board business is the current hourly sessional rate set by the Doctors of BC Master Agreement. This reflects the equal responsibilities of all board members.
8. Mileage is paid at current Doctors of BC rate only to the driver of the car and only if the board member travels more than 30 km each way from the origin of the trip (home community or office community, whichever is the starting point) to the meeting location in accordance with the appended Mileage Schedule.
9. Travel time will be reimbursed according to the current Doctors of BC rates for time spent during office hours, but only for travel more than 30 km one way to a maximum of 3.5 hrs one way, in accordance with the appended Time Schedule.

DRAFT POLICY: BOARD REMUNERATION

If attendance at a meeting necessitates travel more than one hour after 6:00 p.m., travel time will be reimbursed at current Doctors of BC rates for the time over one hour, to a maximum reimbursement of 2.5 hrs one way, in accordance with the appended Time Schedule.

10. If the board member attends a meeting outside the region, the Division will pay the cost of transportation by most direct and economical route from the board member's home to the location of the meeting.
11. Directors will be reimbursed for meals and accommodation according to the current Doctors of BC rates.
12. Directors will be reimbursed for committee expenses previously allocated within the committee budget
13. Any expenses incurred while doing business for the Division, other than those set out in paragraphs 8 – 12 (above), must have prior approval by the executive director/physician lead and/or the Division board.
14. The Division will follow Canada Revenue Agency guidelines for reporting income and fees paid.

DEFINITIONS

1. Not applicable.

COMPLEMENTARY AND SUPPLEMENTARY DOCUMENTS (appended)

1. KBDFP Board Remuneration Procedures
2. KBDFP Expense Schedule

Responsibility: Board of Directors

Reference:

Approved by: Board of Directors

Date: March 22, 2017

Reviewed/Revised by:

Date:

POLICY MANUAL: KOOTENAY BOUNDARY DIVISION OF FAMILY PRACTICE SOCIETY

KBDFP REIMBURSEMENT PROCEDURES

1. Board members must submit invoices for services and expense claims at the end of the month of the activity (on or before the 3rd day of the month).
2. Payment will be processed within one month of the receipt of an invoice. Payment may be delayed if Board members are required to approve any payment that requires special consideration. Because directors must be natural persons, directors' fees for board and board committee work will be paid directly to board members, and not to their corporations. Any necessary source deductions will be made (e.g., Canada Pension Plan), and board members will be issued a T4 annually outlining these payments and deductions.
3. To be reimbursed for expenses, members must give a complete list of expenses along with original receipts.
4. If the board member attends meetings that require an overnight stay, the Division shall pay
EITHER:
 - a) A guest stipend of up to \$50 per day if required if the member stays with friends, and per diems as per Doctors of BC rates.

OR

 - b) The cost of a hotel plus per diems, within acceptable rates outlined by Doctors of BC. Individual consideration will be provided in special circumstances (e.g. conference with a prescribed hotel).

DRAFT POLICY: BOARD REMUNERATION

KBDFP MILEAGE SCHEDULE

Distance amounts paid based on the community of departure & arrival, each way:

	Grand Forks	Rossland	Trail	Castlegar	Nelson	Kelowna
Rock Creek	74	170	180	172	211	134
Greenwood	42	138	148	140	179	167
Grand Forks	n/a	96	106	98	138	209
Christina Lake	n/a	75	85	77	117	230
Rossland	96	n/a	n/a	37	78	305
Trail	106	n/a	n/a	30	69	315
Fruitvale	122	n/a	n/a	46	67	330
Castlegar	98	37	30	n/a	44	306
Nakusp	239	177	170	146	146	243
New Denver	193	131	124	100	100	288
Nelson	138	78	69	44	0	346
Kaslo	206	145	138	113	70	334
Salmo	133	50	41	42	41	341

Source: Google Maps
n/a = less than 30km and not billable

KBDFP TIME SCHEDULE

Time paid based on the community of departure & arrival, each way:

	Grand Forks	Rossland	Trail	Castlegar	Nelson	Kelowna
Rock Creek	1.00	2.25	2.50	2.50	3.00	2.00
Greenwood	0.50	2.00	2.00	2.25	2.75	2.25
Grand Forks	n/a	1.25	1.50	1.50	2.00	2.75
Christina Lake	n/a	0.75	n/a	n/a	1.75	3.00
Rossland	1.00	n/a	n/a	0.75	1.25	3.50
Trail	1.25	n/a	n/a	0.50	1.00	3.50
Fruitvale	1.75	n/a	n/a	0.75	1.00	3.50
Castlegar	1.00	0.50	0.50	n/a	0.50	3.50
Nakusp	3.50	2.50	2.25	2.00	2.00	3.50
New Denver	2.75	1.75	1.50	1.25	1.25	3.50
Nelson	1.50	1.25	1.00	0.50	n/a	3.50
Kaslo	3.00	2.00	1.75	1.50	1.00	3.50
Salmo	1.50	0.75	0.50	0.50	0.50	3.50

Source: Google Maps
n/a = less than 30km and not billable