

# **POLICY MANUAL: KOOTENAY BOUNDARY DIVISION OF FAMILY PRACTICE SOCIETY**

## **POLICY 6.1.3: COMMITTEE REMUNERATION POLICY**

### **PREAMBLE**

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

### **POLICY**

The Kootenay Boundary Division of Family Practice reimburses its members and others for non-governance activities; that is, services delivered in the context of Division committees, meetings (local and provincial), and other work agreed by the Board of Directors to contribute to the improvement of primary health care.

In order to ensure that Division members and others are correctly reimbursed for service fees, honoraria, and expense claims the Division has established the following implementation guidelines.

1. Fees and honoraria will be paid for time contributed to the work of the Division, based on the approval of each participant by the Committee Chair(s).
2. Fees are paid based on time scheduled or, if longer, a time determined and approved by the Committee Chair.
3. Reimbursement will be paid in blocks of 15 minutes. Any variance from this must be approved by Committee Chair.
4. If a physician member attends an event lasting half a day or one day, she or he will be paid one or two sessional fees, respectively (i.e., 3.5 hours or 7 hours respectively). Exceptions will be guided by Board policy.
5. There will be no reimbursement for canceled meetings, except for expenses already incurred.
6. Attendance at 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.
7. No fees or other honoraria will be paid for attendance at the Annual General Meeting.
8. Members are only paid from a single source for their work. Therefore, if members receive a salary or Alternate Payment Plan (APP) funds, and their Division committee work takes place during their normal work hours, no fees will be paid. This ensures that there is no situation where members are being paid twice for the same activities. The onus is on the member to state the potential for duplication of payment. An exception occurs when a committee member is being paid to be on-call.
9. The fee rate for all physician members to attend and prepare for committee meetings and to undertake specific committee business (i.e., work that only committee members can do, is the current hourly sessional rate set by the Doctors of BC.
10. Non-physician members will be paid the professional fee rate specified by their professional association or by any funding entity providing funds to the Division for this purpose, and only if the Division work takes place outside normal work hours and is thus not covered by the individual's salary.
11. 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

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- the trip (home community or office community, whichever is the starting point) to the meeting location in accordance with the appended Mileage Schedule.
12. Travel time will be reimbursed according to the current Doctors of BC rates for time spent during office hours, but only for travel in excess of 30 km one way to a maximum of 3.5 hrs one way, in accordance with the appended Time Schedule. If attendance at a meeting necessitates travel in excess of 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.
  13. If the committee member attends a meeting outside the region, the Division will pay the cost of transportation by most direct and economical route from the member's home to the location of the meeting.
  14. Committee members will be reimbursed for meals and accommodation according to current Doctors of BC rates.
  15. Committee members will be reimbursed for committee expenses previously allocated within the committee budget
  16. Any expenses except those listed in paragraphs 11 – 15 above, incurred while doing business for the Division, must have prior approval by the executive director/physician lead and/or the Division board.
  17. The Division will follow Canada Revenue Agency guidelines for reporting income and fees paid.

### DEFINITIONS

1. NA

### COMPLEMENTARY AND SUPPLEMENTARY DOCUMENTS (appended)

1. KBDFP Reimbursement Procedures
2. KBDFP Expense Schedule

**Responsibility:** Board of Directors

**Reference:**

**Approved by:** Board of Directors

**Date:** March 22, 2017

**Reviewed/Revised by:**

**Date:**

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### **KBDFP REIMBURSEMENT PROCEDURES**

1. Committee chairs or Physician Leads will be responsible for informing the Administrative Assistant of the attendees of each meeting.
2. Committee members must ensure that invoices for services and expense claims are submitted at the end of the month of the activity (on or before the 3<sup>rd</sup> day of the month).
3. 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. Non-governance committee work may be paid directly to physician's corporations. Any necessary source deductions will be made (e.g., Canada Pension Plan), and participants will be issued a T4 annually outlining these payments and deductions.
4. To be reimbursed for these expenses, committee members must give a complete list of expenses along with original receipts.
5. If the 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 the 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: COMMITTEE REMUNERATION

### KBDFP MILEAGE SCHEDULE

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

from/to	Grand Forks	Rossland	Trail	Castlegar	Nelson	Kelowna
Rock Creek	74	170	180	172	211	134
Greenwood	42	138	148	140	179	167
Grand Forks	0	96	106	98	138	209
Christina Lake	0	75	85	77	117	230
Rossland	96	0	0	37	78	305
Trail	106	0	0	30	69	315
Fruitvale	122	0	0	46	67	330
Castlegar	98	37	30	0	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	0.00	1.25	1.50	1.50	2.00	2.75
Christina Lake	0.00	0.75	1.00	1.00	1.75	3.00
Rossland	1.00	0.00	0.00	0.75	1.25	3.50
Trail	1.25	0.00	0.00	0.50	1.00	3.50
Fruitvale	1.75	0.00	0.00	0.75	1.00	3.50
Castlegar	1.00	0.50	0.50	0.00	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	0.00	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