

Financial Matters Policy – Council, Non-Board Committees and Non-Board Task Forces

Effective Date: ***January 1, 2020***

Review Date: ***September, 2020***

1. PURPOSE

The purpose of this Policy is to support and facilitate reimbursement of allowable honoraria and out of pocket expenses for members serving on Association business.

2. SCOPE

This policy applies to all governing members of the Ontario Medical Association, who require reimbursement as a result of representing the membership based on their elected or appointed role.

3. DEFINITIONS

Not applicable.

4. POLICY SPECIFIC INFORMATION

Policy regarding members' expenses and honoraria was approved by OMA Council in 1961 and amended by Council and the Board of Directors from time to time.

The following principles govern this Policy:

- The Policy will provide adequate compensation to the extent possible within the constraints of OMA's budget, based solely on the time a member spends to engage in Association business.
- The Policy will be flexible and responsive to variation in the duration and timing of meetings.
- The Policy will be transparent and cost-effective to administer.
- The Policy will ensure that the Association's honoraria and expense payments are auditable.
 - To the extent possible, eligibility for reimbursement will be tied to verified time served. When time served is not by its nature verifiable, the policy will provide for allowances, which will be clearly identified as such and established using as much evidence as possible.
 - Meetings and payments must be properly authorized, and evidence of authorization must be on file with OMA.
- The Policy will apply to members who are elected by their membership or appointed to their role by Council or the Board. It may, but will not necessarily, apply to members working in short-term project-oriented consulting roles.
- The Policy will be reviewed annually by the Finance and Audit Committee of the Board of Directors.

Adjudication and Appeals

- If a member's claim is not covered by the Policy, or if a member wishes to appeal the administration of the policy, the Chair of the Finance and Audit Committee will adjudicate the claim based on these principles.
- In the adjudication, the Chair will give primary consideration to the member's loss of practice time and resulting opportunity to earn practice income. If a precedent is likely to be established by the claim, the Chair will make a decision in consultation with the Finance and Audit Committee and/or the President and Executive Committee.

5. POLICY STATEMENTS

5.1 Members' Expenses and Honoraria

5.1.1 Eligible meetings

Members may claim honoraria and reimbursement of out-of-pocket expenses for attending the following meetings:

OMA Council	As provided in section 5.2 of this Policy
CMA Council	Delegates appointed by the Board, subject to the Board's funding decisions
Committees	Committees, subcommittees, task forces and working groups appointed in accordance with this policy's provisions in section 5.1.1.1, subject to specific funding decisions by the authorizing body
Sections	Section Executive and other meetings as provided in section 5.1.1.1 of the Financial Matters Policy - Sections, Medical Interest Groups, Territorial Divisions and Districts .
Medical Interest Groups	Medical Interest Groups Executive/Leadership and other meetings as provided in section 5.2.1.1 of the Financial Matters Policy - Sections, Medical Interest Groups, Territorial Divisions and Districts .
Branch Societies	Branch Society Executive and other meetings as provided in section 5.3.1.1 of the Financial Matters Policy – Sections, Medical Interest Groups, Territorial Divisions and Districts
Districts	District Executive and other meetings as provided in section 5.4.1.1 of the Financial Matters Policy - Sections, Medical Interest Groups, Territorial Divisions and Districts
Lobbying and Advocacy	The Association will not pay honoraria for lobbying activities or attending Health Care Advocate training but will reimburse out-of-pocket expenses as provided in section 5.6 of this Policy.
Others in which members take part on the request of, and are responsible to, either the Council or the Board of Directors.	
Payments will be subject to specific funding decisions by the authorizing body and to the provisions of sections 5.4 and 5.5 of this Policy.	

Only meetings held in Ontario are eligible, except for the CMA Council meeting. Prior approval must be sought for payment on an exception basis of honoraria and expenses for a meeting held outside Ontario. The Association is not responsible for claims received more than six months after the date of the meeting.

5.1.1.1 Authority to Establish Committees, Subcommittees, Working Groups and Task Forces

Within this Policy,

- OMA Committees are Board Committees, Council Committees, Hybrid Committees and Special Committees as defined in the OMA By-laws and the OMA Policy for Board Committees.
- OMA Subcommittees, Working Groups and Task Forces are short term groups of members narrowly focussed on single or specific issues.
- Agreement Implementation Committees and Subcommittees are continuing bilateral or multilateral committees with on-going work such as is normally defined in Terms of Reference, and established by or pursuant to the current Physician Services Agreement (PSA).
 - Agreement Implementation Committees report to the Parties to the PSA
 - Agreement Implementation Subcommittees report to an Agreement Implementation Committee

OMA Committees, Subcommittees, Working Groups and Task Forces may be established in the OMA By-laws or by the Council or the Board of Directors. The members will be appointed as provided in the Terms of Reference or by the authorizing body.

The members of Agreement Implementation Committees will be appointed by the Board of Directors. The members of Agreement Implementation Subcommittees and Working Groups will be appointed by the relevant Agreement Implementation Committees.

Agreement Implementation Committees and Subcommittees may establish and appoint the members of bilateral/multilateral Working Groups and Task Forces to address single or specific issues within the scope of agreement implementation.

Board Coordinating Committees may authorize short-term Subcommittees, Working Groups and Task Forces to address issues within the scope of their mandate.

Any Committee, Subcommittee, Working Group or Task Force may establish a short-term sub-group of its own members to address an issue within the scope of its mandate.

5.1.2 Allowable expenses

Members are reimbursed for reasonable, necessary transportation and maintenance expenses incurred to attend eligible meetings.

The Association is not responsible for the expenses of spouses or guests except when in the opinion of the OMA Executive Committee it is advisable that a member be accompanied by a guest or family members.

Members must complete an Expense Claim Form itemizing allowable out of pocket expenses and attach supporting detailed receipts and vouchers for all expenses over \$25 (except mileage).

5.1.2.1 Transportation

Members are reimbursed for their actual out-of-pocket transportation expenses, subject to the following limitations:

- The means of transportation (air, rail, automobile) should be chosen to reflect the most efficient and cost effective means of travel.

- Regardless of the means of transportation, total transportation costs may not be higher than the cost of Air Canada Economy – Flex class airfare plus related ground transportation. Members will be reimbursed for re-booking or change fees when these are incurred for reasons beyond the member’s control.
- The reimbursement limit for rail travel is based on Economy Plus train fare and related out of pocket expenses.
- Members who serve more than 25 days on Association business, and whose most efficient means of travel is by air, may be reimbursed for a flight pass at the Latitude class. Members who serve more than 25 days on Association business, and whose most efficient means of travel is by rail, may be reimbursed for a Business BizPak. Members using own automobile on OMA business may claim a mileage allowance as well as actual parking charges. The amount of the mileage allowance will be set at the CRA maximum rate for kilometres in excess of 5,000 per year.

5.1.2.2 Accommodation

- Maximum allowable accommodation expense is the negotiated OMA rate at the Association’s base hotel, which is designated by the Board of Directors from time to time.
- When a meeting is held in a hotel, members who stay in the meeting hotel will be reimbursed up to the negotiated OMA base rate for that hotel.
- Members who stay at another hotel will be reimbursed for that hotel’s preferred OMA rates if available, up to a maximum of the OMA rate at the Association’s designated base hotel.
- An allowance of \$100 per night may be claimed in lieu of hotel for occasional accommodation as a guest in a private home.
- Normally one night’s accommodation will be allowed for a one-day meeting.

5.1.2.3 Meals

- Members will be reimbursed for the reasonable cost of meals required during their absence from home. Maximum allowable daily reimbursement is \$90.

5.1.2.4 Caregiving

- Members will be reimbursed for reasonable costs of caregiving for an immediate dependant when necessary for the member to attend an eligible committee meeting. The maximum reimbursable amount will be based on Ontario minimum wage as per **Appendix B** on page 11
- If instead of caregiving expenses, a member incurs other incremental expenses such as additional accommodation costs, the incremental expenses will be reimbursed to a maximum of the amount that would have been reimbursable as caregiving expenses.

5.1.2.5 Other expenses

- The Association is not responsible for expenses of a personal nature (such as laundry, personal telephone calls, drinks or entertainment, including in-room bar). Essential laundry and pressing may be claimed if three or more consecutive days of business are required without the opportunity to return home.

5.1.3 Honoraria

5.1.3.1 Honoraria for time spent in meetings

Honoraria payments are based solely on time committed to OMA business. The same rates and rules will apply for all members including students and residents.

- Honoraria for time spent in meetings will be paid at a full-day rate **indicated on Appendix A** or the equivalent per hour. These rates apply both to face-to-face meetings and to teleconferences.
- The daily meeting rates will be tiered to reflect additional meeting days of service during the calendar year. These rates are stipulated on **Appendix A** on page 11 of this document.
- A member will be paid at the highest tier achieved for all days served during the calendar year. A retroactive payment will be made if necessary.
- Meeting time is normally payable in half-day increments. For this purpose, a single date may have three half-days – morning, afternoon and evening. To be eligible for a third half day, the meeting or meetings must extend beyond 9.5 hours.
- Face to face meetings may be paid by the hour when appropriate. Teleconference meetings will normally be paid by the hour. In both cases the minimum meeting duration is one half-hour and payment is in half-hour increments. Meeting durations are to be rounded to the nearest half hour.
- This policy will normally be implemented as follows:

Meeting duration	Basis for honorarium
0.5 to 2.0 hours	Hourly
2.5 to 4.5 hours	1 Half-day
5.0 to 9.5 hours	1 Full day
More than 9.5 hours (on the same calendar day)	3 Half-days

- Face to face meetings and meetings attended by teleconference during normal business hours will be paid at the greater of scheduled or actual meeting duration. Meetings attended by teleconference outside of normal business hours will be paid based on the actual duration.
- In cases where two eligible meetings take place simultaneously, members will be paid for the actual time spent, and not for the total duration of both meetings.
- Members have a duty to mitigate their loss of practice time to the extent possible.

5.1.3.2 Honoraria for time spent in travel

Honoraria will be paid to compensate members for time spent travelling to and from an eligible meeting.

- Travel honorarium is payable for any round trip of one half-hour or more. Where a member combines several meetings in a single trip, travel honorarium will be paid once for the trip.
- Travel honorarium is payable in half-hour increments, at the same hourly rate as meeting time.
- Eligible travel time for the trip to the meeting starts when the members leave their home or office and ends when they reach the meeting or their overnight accommodation, whichever is earlier. For the return trip, it starts when they leave

the meeting or their overnight accommodation, whichever is later, and ends when they reach their home or office. Travel honorarium is not payable for time spent on personal activity of any nature. Members must schedule their travel as close in time as reasonably possible to the start and end of the meeting.

- If a member chooses other than the most efficient means of travel, travel honorarium will be paid as an allowance reflecting normal travel time by the most efficient means for that trip.

5.1.3.3 Honoraria for time spent outside formal meetings

An allowance will be paid to compensate members serving on designated bodies for time worked outside formal meetings that would not otherwise be compensated.

- The allowance will be calculated and paid as a premium of 25% of the applicable meeting honorarium for those meetings of the designated body that are attended by the member.
- Designated bodies will include the Board of Directors, the Executive Committee when meeting separately from the Board, the Negotiations Committee, and others as approved from time to time by the Board.
- Members of the Negotiations Committee will be paid the premium at meetings of the Negotiations Committee or any other meeting they attend in their capacity as a Negotiations Committee member.
- The allowance does not apply to attendance at Council meetings.
- Members will be paid only one premium for any one meeting, except for the Chairs of designated bodies.

Similarly an allowance will be paid to the Chairs of OMA Committees and of Agreement Implementation Committees and Subcommittees (as defined in Section 5.1.1.1 of this Policy) for time worked outside formal meetings that would not otherwise be compensated.

- The allowance will be calculated and paid as a premium of 25% of the applicable meeting honorarium for the members' attendance at meetings of their Committee and other meetings attended in the course of their duties as Chair. The allowance will apply when Committee Chairs attend meetings of an OMA Subcommittee or of an OMA or Agreement Implementation Working Group or Task Force reporting to their Committee, whether on an occasional basis or as a member of the Working Group or Task Force.
- The allowance will not apply to meetings of a different Committee to which a Committee Chair is appointed, including when the appointment to the second Committee is *ex officio* or because of their role as Committee Chair.
- The Chairs of the Board of Directors, the Negotiations Committee and any other body designated by the Board will be paid both the premium for the designated body and the Chair's premium for meetings of that body.
- The Negotiations Chair Premium will apply to any meeting attended in the course of the Chair's duties as Chair, including attendance at the President's Road Show, Negotiations Road Show, Physician Leadership Days, negotiations' working groups, consultation sessions and other similar meetings. The Negotiations Chair allowance will not apply to meetings of the Board (including its Executive Committee) and Council.
- The premium will apply for the Chair of Assembly meetings when he/she is not a Director.

5.1.3.4 Cancelled meetings

Members will be paid honoraria and non-recoverable out of pocket expenses when a scheduled meeting has been cancelled or members are prevented from attending by meeting-related circumstances, such as travel delays, as long as the cancellation was beyond the member's control and the members incurred financial loss beyond their capacity to mitigate.

The Chair/President or Secretary of the responsible body must submit a formal notice of the meeting and its cancellation to provide audit evidence for claims. For sections, branch societies and districts, claims for a cancelled meeting will count as one of the constituency's funded meetings.

5.1.4 President and Past President of OMA

In order to reduce the negative impact on practice, income and family life of serving as OMA President, this Policy provides for the following compensation for the President and Past President.

President

The President will be paid an annual stipend in an amount established by the Board of Directors and adjusted automatically to reflect changes in the general honorarium rates. The stipend will be paid in equal monthly instalments over the term of office.

In addition, honoraria for meetings and travel, consistent with the usual terms of this Policy, will be paid for formal, organized Presidential Road Shows.

Out of pocket expenses will be reimbursed under the usual terms of this Policy. Spouse and/or family expenses will be reimbursed when it is advisable that the President be accompanied by spouse or family.

Past President

The Past President will be paid an annual stipend in an amount established by the Board of Directors and adjusted automatically to reflect changes in the general honorarium rates. The stipend will be paid in equal monthly instalments over the term of office.

Out of pocket expenses will be reimbursed under the usual terms of this Policy.

5.1.5 Annual Indexing of Member Honoraria

Subject to Board approval each year, honoraria rates and stipends will be indexed using the average of the 12-month moving averages for each of the Ontario Consumer Price Index and Ontario Average Weekly Earnings.

5.1.6 Accidental death and dismemberment insurance

Each member of the Association under 70 years of age whose expenses are normally paid by the Association is covered while on Association business by a \$400,000 AD&D policy. Members of the Board of Directors are covered 24 hours per day throughout their term of office. This coverage does not extend to members flying their own aircraft on Association business.

Coverage may start at any point (home, office or hospital) and will terminate on the members return to their home or place of work, whichever happens first.

In the event of a fatality, benefits will be paid to the estate of the insured member.

5.2 OMA Council

Members eligible for expenses and honoraria for attending meetings of OMA Council will be:

- Council Delegates
- Members of the Board of Directors and Directors-Elect
- Chair and Vice-Chair of Council

- Members of the Resolutions Committee
- Chairs of Committees presenting reports
- Chair of the Audit Committee
- Other members invited by the Board of Directors or the Chair of Council to make formal presentations to Council

Nominees for Council-elected positions attending Council elections will be eligible for transportation and maintenance expenses.

Past Presidents of the Association will be invited to attend Council as observers with their transportation and maintenance expenses paid by the Association. Past Presidents residing outside Ontario may be reimbursed for transportation expenses in an amount equivalent to expenses from the most distant point within Ontario or for actual expenses, whichever is less. Past Presidents will not be eligible for honoraria unless attending in an honorarium-eligible capacity.

5.3 CMA Council

Delegates to CMA General Council Meeting will be selected by the OMA Board of Directors.

Guidelines for the selection of Delegates, Delegates' responsibilities, and reimbursement policies for honoraria and out of pocket expenses are outlined below.

Delegates will be paid honoraria and reimbursed out of pocket expenses for necessary travel and accommodation as follows:

Meeting	Expenses	Honoraria
Advance caucus (Toronto)	Per section 5.1.2 of this Policy	Meeting and travel time, per section 5.1.3 of this Policy
On-site caucus	Included in General Council	Meeting time as per section 5.1.3 of this Policy
General Council	Delegates' registration plus necessary travel and accommodation per usual policy, including ticket costs for the Delegate and spouse/guest for the Welcome Reception, Fun Night and Presidential Dinner/Dance.	Meeting honorarium at the member's usual rate. No honorarium for time spent in travelling
Other meetings, separate from the above	Per section 5.1.2 of this Policy	Meeting and travel time, per section 5.1.3 of this Policy

5.4 External Boards and Committees

The Board of Directors appoints members to represent the OMA on external committees and boards, and determines in each case whether OMA will be responsible for honoraria or expenses of those appointed.

Normally, OMA is not responsible for honoraria or expenses of members serving on external committees and Boards. The Board may use the following guidelines in evaluating whether an exception should be made to this general rule.

- The external body is important to the execution of OMA strategies or OMA participation is legally mandated.
- The member is appointed by and accountable to OMA.
- The member undertakes to act as a representative of the OMA. That is, the member
 - is familiar with relevant OMA strategies and policy positions
 - articulates and propagates positions that are consistent with OMA strategies and policies
 - reports periodically to the OMA Board either through an appropriate intermediate OMA body or directly.

When Board direction is not available, the following may approve exceptions under these guidelines:

Authorizing Agent	Scope of Authority
Executive Committee	Approval subject to ratification by the Board
President	Require advance approval
Chief Executive Officer	Within an approved plan and budget, subject to the requirements of the Committee policy.
Executive Director	Require advance approval

5.5 Members Speaking to External Audiences

OMA will not normally be responsible for honoraria or expenses of members speaking to external audiences and conferences. Exceptions may be approved in accordance with the following guidelines:

- The external audience is important to the execution of OMA strategies.
- The member is appointed by and accountable to OMA.
- The member undertakes to act as a representative of the OMA. That is, the member
 - is familiar with relevant OMA strategies and policy positions
 - articulates and propagates positions that are consistent with OMA strategies and policies
 - reports to the OMA Board whether directly or through an appropriate intermediate OMA body.
- Approval is given in advance of the speaking engagement.

This guideline does not apply to Directors speaking to their own constituency in execution of their duties as Directors.

The following may approve exceptions consistent with these guidelines:

Authorizing Agent	Scope of Authority
Board of Directors	Full authority
Executive Committee	Acting on behalf of the Board pending ratification
President & CEO in consultation	Engagements consistent with strategic priorities and an authorized plan and budget
Executive Directors	Engagements within an authorized plan and budget

5.6 Lobbying and Health Care Advocate training

For lobbying including meeting with MPPs, attending government meetings (e.g., provincial budget consultations), attending legislative events (e.g., appearing at committees on legislation), attending political party events (e.g., local and party fundraisers):

- The OMA will not pay honoraria for preparation, travel or lobbying time;
- The OMA will pay for expenses related to attending (e.g., parking, travel costs).

For those attending Health Care Advocate training:

- The OMA will not pay honoraria for attending training (local or at Council);
- The OMA will pay for expenses related to attending (e.g., parking, travel costs) up to \$300 (if not already reimbursed, for instance in attending Council).
- The OMA will pay honoraria for members who have a role in presenting in the training meeting's agenda.

APPENDIX A

Honoraria meeting rates as at January 1, 2020

Meeting Days Served* (Calendar Year)	Daily Rate	Hourly Rate
0.0 - 15.0	\$850	\$122
15.5 - 25.0	\$1,040	\$149
More than 25.0	\$1,195	\$170
President	\$1,800	\$257

* Meeting days of service do not include meetings funded by constituency funds.

APPENDIX B

Caregiving expenses as at January 1, 2020

Caregiving Expenses	Full-day Rate	Half-day Rate
	\$126	\$77

6. SUPPORTING/REFERENCED DOCUMENTS AND TEMPLATES

Use Type	Document Title
Referenced	Financial Matters Policy - Sections, Medical Interest Groups, Territorial Divisions and Districts

7. RESPONSIBILITIES

POSITION	ACTIONS
Board of Directors and Finance and Audit Committee	Approve Governing Policies and/or Procedures.
Finance	Monitor compliance with this policy by members. Obtain training for employees if required.
Information and Records Management (Custodian)	Review and provide additional metadata as required. Publish to Staff Space. Notify Process Owner when each policy reaches its review date. Maintain original documentation for archiving.
Members	Acknowledge as required and comply with policies/procedures.

Author:

Process/Service Owner: Finance and Audit Committee and Board of Directors

Board of Directors

October 23, 2019

Approved By _____

Approval Date _____