Honoraria and Expense Policy Statement

Purpose:

Honoraria is viewed as a means of recognizing the efforts of members expended on behalf of Doctors Nova Scotia and as a means of partially defraying income loss. The intent of the proposed policy is to provide guidance to association members and administration in ensuring the existence of a fair and appropriate payment system for honoraria and expenses.

Doctors Nova Scotia commits to using its resources responsibly and effectively. The Association asks that individuals exercise care and judgment when incurring expenses.

Eligibility:

Any member who is appointed by Doctors Nova Scotia to represent the association or who serves on a Committee within the association may claim an honorarium and claim for legitimate expenses.

The Doctors Nova Scotia annual meeting is not covered for honoraria and expense claims.

Basic registration, honoraria and travel expenses will be paid for Doctors Nova Scotia delegates to the CMA annual meeting where not otherwise sponsored. Delegates assume cost for social functions.

When external representation is requested, staff will attempt to negotiate payment of honoraria and/or expenses by the agency requesting representation. Where this is not possible, Doctors Nova Scotia may, with or without the benefit of honoraria, choose to provide a representative.

Policy:

Members participating in meetings and/or travelling on Doctors Nova Scotia business are entitled to reimbursement as per the guidelines below. Expenses will be reimbursed from Day 1.

Honoraria will be paid for time spent in meetings and travel time for those meetings with formal documentation (e.g. minutes, agendas, work plans, etc).

Members travelling from outside HRM:

- Meetings plus travel lasting 4 hours or less will be paid honoraria for a half day;
- Meetings plus travel lasting in excess of 4 hours will be paid honoraria for one full day.

Members travelling from inside HRM:

- Meetings lasting less than 4 hours will be paid honoraria for a half day;
- Meetings lasting more than 4 hours will be paid for one full day;
- Meetings lasting 4 hours will be paid for a half day, plus the member can claim an additional $100 over and above the half day honoraria for an hour of travel.

When calculating time for honoraria, the time is rounded down until it reaches 30 minutes past the hour, after which the time is rounded up to the next hour. No more than one day's honoraria may be earned on any given date.

Honoraria payable to directors and members of committees and working groups of the association have been defined under the Income Tax Act as income earned in relation to an office. Therefore, payments must be made to an individual and are subject to source deductions (CPP, Income Tax). The Canada Revenue Agency (CRA) requires all honoraria to be paid personally and individuals are to receive a T4 for the earnings.

Honoraria payments will be made monthly to members for meetings attended in the prior month. Only in extraordinary circumstances will exceptions be made by the Audit Chair in consultation with the Chief Executive Officer. All honoraria payments will be issued as direct deposits, no cheques will be issued. Members will need to provide banking information to DNS in order to receive their honoraria.

The President and Chair of the Board of Directors will receive a term honorarium (outlined in the following chart) rather than the daily rate. Participation of the President in any meetings, events or activities related to DNS/CMA business is covered by the term honorarium. Participation of the Board chair in meetings, events or activities that would be expected or required because of his/her position as Board Chair, will be covered by the term honorarium.

Persons in other positions may on occasion receive a lump sum payment in addition to the daily rates, in recognition of additional duties over and above time spent at meetings, resulting in tangible benefits to the association and its members.

The Chairs of Board standing committees will receive an annual stipend in recognition of the additional work required for those positions.

Video and Tele-conferencing:

Conferencing is used in lieu of attending meetings in person. Members are encouraged to join meetings by conferencing whenever possible.

Honoraria will be paid for video and teleconferences with formal documentation (e.g. minutes, agendas, work plans, etc.) at an hourly rate (outlined in the following chart), with a subsequent amount paid once 15 minutes is reached in the next hour.

Current Rates: (Effective September 1, 2025)

President	$100,000/per term $1,000/month gross for car allowance
Chair of the Board of Directors	$40,000/year (first three years) $50,000/year (second term) $5,000 per year for professional development if required
President-Elect	Honoraria only
Incoming Chair	Honoraria only $5,000 for professional development if required
Past President	Honoraria only
Chairs of Board Standing Committees (Audit, Governance, IT and Policy & Health Issues)	$5,000/year
Daily Rate	$1,050/day $525/half day
Virtual	$175/hour

Documentation:

Expenses will be reimbursed when accompanied by original receipts and submitted within 30 days. The Doctors Nova Scotia approved travel and expense claim form must be used. The expense claim form must be signed by the person incurring the expenses.

Air Travel:

If a seat sale is not available, the full fare economy ticket will be paid by Doctors Nova Scotia. This applies regardless of length of travel. The traveler may upgrade at their own expense. Cost of travel by other modes should NOT exceed the corresponding cost of airfare plus ground transportation.

Automobile Travel:

All automobile travel will be reimbursed at a rate of $0.55 per km. When mileage is claimed by an individual receiving a car allowance, all mileage within HRM is considered a taxable benefit.

Car Rental:

Use of rental cars is encouraged whenever they are the most economical means of travel including considerations of rental cost, fuel, taxis, as well as any hotel expenses avoided. Members may choose any car class up to intermediate or mid-size.

Hotels:

Hotel expenses will be reimbursed at the single room rate for standard accommodations. Anyone traveling on Association business should use one of the hotels that offer a preferred rate to Doctors Nova Scotia, if available. A list of preferred hotels can be obtained from staff.

Claims will be reimbursed at a reasonable amount based on meeting location. Where members choose to stay at a relative or friend's home and hotel expenses are otherwise permitted, $40 per day may be claimed in lieu of hotel expenses. If the combined time for travel and meetings does not exceed ten hours a claim will not be normally accepted for hotel accommodations.

Meals:

Meal expenses suggested maximums are as follows: Breakfast - $15; Lunch - $25; and Dinner - $50. With justification, a maximum of $90 per day may be allowed based on receipts. The cost of meals provided during a meeting or as part of a registration fee will not be eligible for reimbursement and the daily maximum will be adjusted accordingly.

Review Process:

The honoraria levels will be subject to an annual review as part of the budgeting process, and may be adjusted upward or downward. This review process shall be conducted by the Audit Chair and Audit Committee and reported to the Board of Directors.

Review: Annually by the Audit Committee.
Review Date: April 25, 2025

Last Revision Date approved by Board: May 9, 2025