

**Purpose:**

Honoraria is a way of acknowledging the time and effort members dedicate to advancing the work of the New Brunswick Medical Society (NBMS) and as a means of offsetting income loss. The intent of the policy is to provide guidance to society members and administration in ensuring the existence of a fair and appropriate payment system for honoraria and expenses.

The NBMS commits to using its resources responsibly and asks that members exercise care and judgment when incurring expenses.

**Eligibility:**

Any member who is appointed by NBMS to represent the organization or who serves on the Board or a Committee within the organization may claim honoraria for legitimate expenses.

**Policy:**

Members participating in meetings and/or travelling on NBMS business are entitled to reimbursement as per the guidelines below. Eligible expenses will be reimbursed from the date they are appointed to their position.

Honoraria will be paid for time spent in meetings, travel time, as well as 1 hour prep time for those meetings with formal documentation (e.g. minutes, agendas, pre-meeting reading materials, etc), rounded to the nearest half hour.

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

When representative physicians are placed on external committees, those organizations may offer honoraria, and this policy shall not apply.

Honoraria are considered taxable income and as such, those payments totalling more than \$500 during the calendar year are reported on a T4A at year end. To enable NBMS to complete these tax forms, board and committee members are required to supply their social insurance number (SIN) if payments are issued to them directly or their corporation's business number (BN), if payments are directed to their professional corporation. (**Note:** Your Corporation's BN is a 9 digit number followed by RC0001 and can be found on your CRA tax returns.)

All compensation payments will be issued as direct deposits, no cheques or e-transfers will be issued. Members shall provide banking information to NBMS in order to receive their honoraria.

The NBMS President, Chair of the NBMS Board of Directors, Chairs of NBMS Board Standing Committees and members of the NBMS Negotiating Committee will receive a stipend (outlined in the following chart) in recognition of the additional work required for those positions. This stipend will cover additional duties expected of these positions such as check-ins with the NBMS CEO and other NBMS staff, media interviews, document review and additional meeting preparation.

The NBMS President and Board Chair are eligible for reimbursement of up to \$2,000 per term for the purchase of communication equipment to assist them in their roles (Cell phone, iPads, Laptops, etc).

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**Virtual Meetings (Video Conference):**

Board and Committee meetings hosted by the NBMS are provided in Virtual and Hybrid formats (in person with an option to attend virtually). Physicians attending virtual meetings with formal documentation (e.g. minutes, agendas, work plans, etc.) will receive honoraria at the NBMS hourly rate. A minimum of one hour will be paid for all virtual meetings.

**Current Rates: Effective January 1, 2025**

President	<p><b>\$40,000/annum stipend</b> includes media interview, check-ins with NBMS CEO and other staff; document review and additional preparation time <i>(above the 1 hour allotted for Board and committee document review)</i>.</p> <p>Travel time, Board and Committee responsibilities and other NBMS meeting time will be paid at the hourly rate.</p>
Chair of the NBMS Board of Directors	<p><b>\$15,000/annum stipend</b> includes check-ins with NBMS CEO and other staff; document review and additional meeting preparation time <i>(above the 1 hour allotted for Board and committee document review)</i>.</p> <p>Travel time, Board and Committee responsibilities and other NBMS meeting time will be paid at the hourly rate.</p>
Chairs of NBMS Board Standing Committees <i>(Governance, Finance, Audit and Risk Management, Member Services, Economics, Negotiations and Advocacy and Engagement)</i>	<p><b>\$5,000/annum stipend</b> includes check-ins with NBMS CEO and other staff; document review and additional preparation time <i>(above the 1 hour allotted for Board and committee document review)</i>.</p> <p>Travel time, Board and Committee responsibilities will be paid at the hourly rate.</p>
Members of the NBMS Negotiations Committee (including Chair of NBMS Negotiations)	<p><b>\$10,000/PSMA Contract Negotiation</b> includes check-ins with NBMS CEO and other staff; document review and additional meeting preparation time <i>(above the 1 hour allotted for Board and committee document review)</i>.</p> <p>Travel time and Committee meeting time will be paid at the hourly rate.</p>

Hourly Rate	<b>\$200/hour</b>
Professional Development Session (includes preparation time) or as Negotiated	<b>\$1,000/presentation (up to 3 hours); or \$1,500/presentation (over 3 hours);</b> plus travel time (hourly rate) and expenses.

**Documentation:**

Following an NBMS meeting, staff will generate an expense claim within “MyAccount” on the NBMS website. Upon the creation of this expense claim, the NBMS Board or Committee member will receive email notification requesting their confirmation of the expense claim.

Expense claims must be completed via “My Account” on the NBMS website within 30 days. To receive reimbursement of expenses, copies of required receipts must be uploaded along with the expense claim using the link provided within the claim.

**Air Travel:**

In case travel plans change, travellers should ensure their flight option includes the ability to change flights or provides them with a full refund by the carrier. With Air Canada this would be Flex Economy or Comfort Economy options. Travellers may upgrade to Business Class 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 the CRA maximum allowable rate which is currently \$.72/km (first 5,000 km) and \$0.66/km thereafter.

**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. As part of our meeting organization process, NBMS staff will normally book a block of rooms which are direct billed to the NB Medical Society. Please contact the Society office to have them book your accommodations within these room blocks ([info@nbms.nb.ca](mailto:info@nbms.nb.ca)). If staff are unable to get you placed within a room block, they will provide a list of preferred hotels. Accommodation 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, \$50 per day may be claimed in lieu of hotel expenses.

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**Meals:**

Without receipts, claimed meal expenses will be reimbursed on a per diem basis at a rate of \$69/day as follows:

Breakfast - \$15; Lunch - \$20; and Dinner - \$34.

A maximum of \$90 per day may be claimed based on submitted receipts. (Breakfast - \$15; Lunch - \$25; and Dinner - \$50). Some rate flexibility will be provided when members are travelling on NBMS business to larger urban areas, where meal costs tend to be higher.

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.

**Parking and Taxis:**

Reimbursed per receipt.

**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 Finance, Audit and Risk Management Committee and reported to the NBMS Board of Directors.

Mileage and meal reimbursement will adjust automatically as per CRA's published maximum allowable rates.

Approved by NBMS Board of Directors - November 29, 2024

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