



FINANCIAL POLICY CONSTITUENCY GROUPS FUNDING

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Table of Contents

1. Purpose	3
2. Scope.....	3
3. Policy Principles	3
4. Basic Policy.....	3
6. Definitions.....	4
7. Honoraria	4
7.1 Meeting Honoraria.....	4
7.1.1 In-Person Meetings.....	4
7.1.2 Virtual Meetings	5
7.2 Travel Honoraria	5
8. Out-of-Pocket Expenses and Allowances	5
8.1 Transportation	6
8.2 Accommodation.....	6
8.3 Meals.....	6
8.4 Childcare	7
8.5 Other Expenses	7
9. Meeting Entitlements	7
9.1 Section Entitlements.....	8
9.2 Territorial Division Entitlements.....	8
9.3. Medical Interest Groups Entitlements.....	9
10. Exceptions.....	9
11. Meetings	9
11.1 Executive Meetings.....	9
11.2 OMA Annual General Meeting	10
11. 3 General Assembly	10
11.3. 1 Annual General Meeting Facilities.....	10
11.3.1.1 Funding for Sections/MIGs	10
11.3.1.2 Funding for Districts.....	10
11.4 Cancelled Meetings.....	11
11.5 Lobbying.....	11

12. Auditability.....	11
13. Communication Entitlements.....	11
14. Constituency Group Raised Funding.....	12
14.1 Services to be Provided and Account Administration	13
14.1.1 Collection of Funds Remitted to Constituency Groups	13
14.1.2 Collection of Funds Held by OMA for Constituency Groups.....	13
14.2 Evidence of Accountability.....	13
14.3 Breach of SLA	14
15. Adjudication and Appeals	14
16. Supporting/Referenced Documents	14
17. Responsibilities	15

1. Purpose

The purpose of this Policy is to govern funding provided by the Ontario Medical Association (OMA) to Constituency Groups.

2. Scope

This policy applies to all Constituency Groups of the OMA by providing funding to carry out executive responsibilities required to represent and communicate with their members.

3. Policy Principles

The following principles govern this Policy:

- The Policy will provide adequate compensation to the extent possible within the constraints of the OMA's budget, based solely on the time a member spends to engage in OMA business.
- The Policy will ensure that the OMA's honoraria and expense payments are auditable. Meetings and payments must be properly authorized, and evidence of authorization must be on file with the OMA.
- The Policy will apply to members who are elected/appointed by their membership.
- The Policy will be reviewed annually by the Finance and Audit Committee of the Board of Directors.

4. Basic Policy

This Policy outlines central funding available to Constituency Groups to carry out their core responsibilities to represent their members within the OMA and to communicate with them.

This includes:

- Funding provided for meeting and travel honoraria as well as out-of-pocket expenses in accordance with the meeting entitlements allotted.
- Communication entitlements.

6. Definitions

- **Constituency Group:** A group of members defined by similar areas of practice and/or geography and includes: Sections; MIGs; Fora; Districts; and Territorial Divisions.
- **Constituency Group Business:** OMA directed work or matters to be attended to in support of the Constituency Group.
- **Meeting Honoraria:** Compensation for time spent in meetings.
- **Travel Honoraria:** Compensation for time spent travelling to and from meetings.
- **Out-of-pocket Expenses:** Reasonable expenses incurred to attend an eligible meeting.
- **Taxable Allowance:** An allowance is a fixed amount received by the member to assist with specific expenditures related to attend the meeting.
- **Meeting Entitlements:** A number of units (1 unit is equivalent to 1 hour) assigned to each Constituency Group at the beginning of each year. Meeting entitlements are calculated using Constituency Group membership numbers as of December 31 of the prior year.
- **Communication Entitlements:** A set amount of funding in each calendar year to support communication with members.

7. Honoraria

7.1 Meeting Honoraria

Honoraria payments are based solely on time committed to OMA business. Meeting honoraria covers in-person and virtual meetings paid at the rates as referenced on the Members Expense Claim Form.

- The same rates and rules will apply for all members.
- The meeting rates will be tiered to reflect time served during the calendar year and a retro-payment will be made if necessary.

7.1.1 In-Person Meetings

Meetings that are held with a physical presence.

- In-person meetings will be paid by the hour.

- 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.
- Honoraria will be paid the higher of scheduled or actual meeting duration.
- In cases where two eligible meetings take place simultaneously, members will be paid for the actual time spent, and not for the duration of both meetings.

7.1.2 Virtual Meetings

Meetings that are held without a physical presence in a set location.

- Virtual meetings will be paid by the hour.
- The minimum meeting duration is one half-hour and payments are in half-hour increments.
- Meeting durations are to be rounded to the nearest half hour.
- Honoraria will be paid the higher of scheduled or actual meeting 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.

7.2 Travel Honoraria

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

- Travel honoraria is payable for any round trip of one half-hour or more, payable in half hour increments.
- Where a member combines several meetings in a single trip, travel honoraria will be paid once for the trip.
- 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.
- 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 and cost-effective means of travel, travel honoraria will be paid as an allowance reflecting normal travel time by the most efficient means for that trip.
- Travel honoraria is not payable for time spent on personal activity of any nature.

8. Out-of-Pocket Expenses and Allowances

Members are reimbursed for reasonable, necessary transportation and related out-of-pocket expenses incurred to attend eligible meetings.

Members must complete an expense claim form itemizing allowable out-of-pocket expenses and attach supporting detailed itemized receipts for all expenses over \$25 (except mileage and childcare).

8.1 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 using their 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 5,000km per year.

8.2 Accommodation

- Maximum allowable accommodation expense is the negotiated OMA rate at the OMA’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.
- Hotel costs exceeding the designated or negotiated rates will be reviewed to see if it is reasonable.
- Normally one night’s accommodation will be allowed for a one-day meeting. This is reviewed on a case-by-case basis determined by geographical and weather elements.
- A taxable allowance of \$100 per night may be claimed in lieu of hotel for occasional accommodation as a guest in a private home. No receipt or documentation is required as this is an allowance.

8.3 Meals

- Members will be reimbursed for the cost of meals required during their absence from home. Maximum allowable daily reimbursement is \$100.
- The detailed and itemized meal receipt is required (NOT just a credit card transaction slip).

8.4 Childcare

- Members will be eligible for costs of childcare for an immediate dependent when necessary for the member to attend an eligible meeting. The maximum taxable allowance will be based on Ontario minimum wage. The full-day rate is \$162, and the half-day rate is \$99.

8.5 Other Expenses

- The OMA 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.

9. Meeting Entitlements

- The total entitlement allotment for any Constituency Group is based on the total number of members as of January 1 of the calendar year.
- Executive meeting entitlements may be used to support attendance at other meetings on Constituency Group business and applied to attendance at the Constituency Groups' annual general meetings.
- Executive members may individually or collectively redirect their meeting honoraria, travel honoraria and out-of-pocket expense reimbursements back to a discretionary spending account maintained by the OMA for the Constituency Group. Members must submit claims for meetings attended and instruct on the claim form that the funds owing are to be directed to the Constituency Group's discretionary spending account or donate to the Ontario Medical Foundation (OMF). A donation charity tax receipt will be issued when donating to OMF. Reimbursed, redirected, or donated honoraria is deemed to be income and will be reflected on a T4.

In addition, meeting entitlements may be used as follows:

- A designated officer may be paid a 25% premium for meetings or teleconferences attended. This is similar to the Board Committee Policy wherein the Chair is paid a 25% premium in recognition of the anticipated additional work effort required to plan for and to conduct the meeting. When exercised, this 25% premium would consume additional entitlements (e.g., a one-hour meeting would consume 1.25 entitlement units). Only one officer per meeting/teleconference would be eligible. The eligibility would be determined by the Executive/Leadership. The designated officer must be identified when submitting draft minutes.
- Designated activities may be paid at an hourly rate. These activities would include preparing for non-Executive meetings (e.g., tariff or negotiations), writing reports and emails or providing content for a group website. The work/activity will be authorized by the Executive/Leadership, including the number of hours to be billed.
- Additional Constituency Group members invited by the Executive to attend the Constituency Group's Executive Meeting may be paid for meeting, travel honoraria

and out-of-pocket-expenses. Members to be reimbursed must be identified when submitting minutes.

- Executive Members can be paid for attendance at the Constituency Group’s annual general meeting.

9.1 Section Entitlements

The formula for annual section entitlements is based on the number of primary members established by the OMA’s membership records. Sections more than 1200 members receive additional funding to support a larger Executive

# of Primary Members	# of Executive Meetings	# of Executive Members	Entitlements
1 - 300	3	3	31.50
301 - 600	4	5	70.00
601 - 900	4	6	84.00
901 - 1,200	4	7	98.00
1,201 - 1,500	5	11	192.50
1,501 - 1,800	5	12	210.00
1,801 - 2,100	5	14	245.00
2,101 - 2,400	6	15	315.00
2,401 or more	6	1 additional Executive member for each additional 400 primary members	

9.2 Territorial Division Entitlements

The formula for annual Territorial Division entitlements is based on the number of members established by the OMA’s membership records.

# of Members	# of Executive Meetings	# of Executive Members	Entitlements
1- 300	3	3	31.50
301 - 600	4	3	42.00
600 - 900	4	4	56.00
901 -1200	5	5	87.50
1201 - 1500	5	6	105.00
1501 - 1800	5	7	122.50
1800+	5	8	140.00

9.3. Medical Interest Groups Entitlements

Medical Interest Groups are eligible for meeting entitlement units annually to be used to host Executive/Leadership meetings. The funding is available to carry out their core responsibilities to communicate and exchange viewpoints on specific issues, including time-limited issues, and to present their opinion, where required.

# of Members	# of Executive Meetings	# of Executive Members	Entitlements
0-500	3	4	42.00

10. Exceptions

The Section of Medical Students will be eligible for funding for expense reimbursements for 12 Executive members, comprising two (2) from each of the six (6) medical schools. In lieu of meeting and travel honoraria to the Section Executive, the OMA will provide a contribution to the OMA Section of Medical Students' Discretionary Account.

The Section on General and Family Practice will be funded full day Executive meetings on an hourly basis and an additional \$5,000 provided as an exception for communication funding.

11. Meetings

Constituency Group Executive members can be reimbursed for time spent in Executive meetings and Constituency Group annual general meetings which includes the meeting duration (meeting honoraria), travelling to and from the meeting (travel honoraria) as well as travel expenses for meetings.

Eligibility: Meetings must be held in Ontario to be eligible

Expiry: The OMA will not reimburse claims received more than six months after the date of the meeting.

11.1 Executive Meetings

The OMA will pay meeting honoraria and travel honoraria on an hourly basis. The out-of-pocket expenses will be reimbursed on actual basis.

11.2 OMA Annual General Meeting

Any member (Executive or non-Executive) attending the OMA’s annual general meeting will not be reimbursed.

11.3 General Assembly

Appointed delegates attending the OMA’s General Assembly will be reimbursed for meeting honoraria, travel honoraria and out-of-pocket expenses and will not impact budgeted entitlements. These expenses will be covered from the OMA’s Governance Budget.

Executive members (appointed delegates to the General Assembly) who are attending their Constituency Group’s annual general meeting in conjunction with the General Assembly, will have their travel honoraria or out-of-pocket expenses allocated to the OMA’s General Assembly meeting.

11.3.1 Annual General Meeting Facilities

11.3.1.1 Funding for Sections/MIGs

The OMA will provide meeting rooms and audiovisual facilities for annual meetings held in conjunction with the OMA’s annual general meeting. Additional funding of \$1,000 is available for catering, room rental and audio-visual expenses when these meetings are held separate from the OMA’s annual general meeting. Detailed receipts are required in order to receive this funding.

11.3.1.2 Funding for Districts

District annual general meetings will be funded by two items:

1. It will comprise of \$5 per member for meals attending the meeting, and
2. A lump-sum contribution determined by the following formula:

District Members	Funding
0 - 1,000	\$750
1,001 – 3,000	\$,1000
3,001 – 8,000	\$1,500
8,001 and up	\$2,000

11.4 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 if 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. Claims for a cancelled meeting will count as one of the Constituency Group's funded meetings.

11.5 Lobbying

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).

12. Auditability

Claims for Executive and annual general meetings should conform to the policy principles. This includes meeting and travel honoraria as well as out-of-pocket expenses.

Draft meeting minutes must be submitted before claims can be paid. At a minimum, the minutes must record the meeting date, place, start and end times, and members in attendance and any resolutions passed.

The Constituency Group must advise the OMA which Executive members are to be funded.

13. Communication Entitlements

The OMA will provide a set amount of funding in each calendar year to support communication with the members.

Constituency Groups may use this funding as follows:

- Distribution of information by post, fax, or e-mail.
- Offsetting costs associated with hosting virtual meetings, social media management, website setup and support.
- Marketing and design costs.
- Tools to support communications with members.

For questions regarding eligibility or further clarification, contact OMA Finance staff.

Communication entitlements are calculated based on total number in each Constituency Group's membership.

In addition, funding for printing/distribution costs of one Billing Guide per Section during each calendar year is available to those Sections publishing their own Billing Guides. Where applicable, these costs will be supported with an increase in that Section's communication funding of up to one year's regular entitlement.

14. Constituency Group Raised Funding

The OMA will assist with the collection of voluntary funds on behalf of OMA Constituency Groups, offer cash management, and provide reporting services on a periodic basis.

Constituency Groups are able to raise additional funds from their members or other sources to pursue additional activities.

The OMA will assist with the collection as follows:

- Contact Constituency Groups to renew and or join the program.
- Include a funding request on the OMA's MyAccount page of the Constituency Group.
- Maintain a discretionary spending account for any funds raised, including any expenses/honoraria re-directed by Executives.
- Provide banking, cash disbursement and bookkeeping. OMA does not provide financial advice or tax filing.

These services will be provided subject to a written Service Level Agreement (SLA).

The SLA contains provisions governing:

- Administration of the Constituency Group's funds.
- Evidence to be provided by the Constituency Group of its accountability to members.
- The course of action to be followed if the agreement is breached.

14.1 Services to be Provided and Account Administration

14.1.1 Collection of Funds Remitted to Constituency Groups

The OMA may collect funds on behalf of the Constituency Group from their members as directed by the Constituency Group and remits the funds monthly to the client Constituency Group's bank account. The SLA will include provisions that:

- Describe the nature and purpose of the funds and expected timeframe for their use.
- Identify individuals authorized to accept and give instructions on behalf of the Constituency Group.

14.1.2 Collection of Funds Held by OMA for Constituency Groups

For cash management services, the OMA holds funds on behalf of the Constituency Group and disburses them in accordance with the Constituency Group's instructions. The SLA will include provisions that:

- Describe the nature and purpose of the funds and expected timeframe for their use.
- Describe the services to be provided, the charges to be made for those services, and interest on the account balance.
- Identify Constituency Group individuals who are authorized to accept and receive instructions and approve expenditures on behalf of the Constituency Group.
- Describe authorization procedures for expenditures.
- Identify where financial reports are to be sent.

14.2 Evidence of Accountability

The minimum requirements to demonstrate accountability to the Constituency Group's members are:

- Evidence of regular legal elections and documentation of legal and orderly transfers of authority.
- Minutes of a regular annual general meeting at which the financial statements and annual report were presented to the members and approved.

14.3 Breach of SLA

Acceptable courses of action under the Service Level Agreement if the Constituency Group breaches the agreement may include the following:

- OMA staff will communicate with the designated authorities and with the leadership of the Constituency Group to attempt to resolve the breach.
- If communication fails, OMA will give due notice to the leadership of the Constituency Group. The OMA will only continue to provide annual statements to the members or fiduciaries of the Constituency Group. All other activities and/or support will be on hold until resolution of the breach.
- If the Constituency Group is inactive for a minimum of three years, the OMA will consider that it has ceased to exist. In that event,
 - a) If the Constituency Group’s constitution makes provision for the distribution of its funds on wind-up, the OMA will disburse the funds accordingly.
 - b) If the Constituency Group has no constitutional provision for wind-up, the OMA will transfer the funds to a Constituency Group organized for similar purposes or contribute the funds to a charity appropriate to the nature and organizational objectives of the Constituency Group.

15. Adjudication and Appeals

- If a member’s claim is not covered by the policy, and if a member wishes to appeal the administration of the policy, the appeal will be reviewed by the Finance Controller/Chief Financial and Operating Officer /Chief Executive Officer of the OMA.
- In the adjudication, the consideration will be given to the member’s loss of practice time and resulting opportunity to earn practice income.

16. Supporting/Referenced Documents

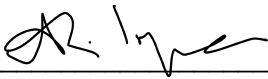
Use Type	Document Title
Referenced	Financial Matters Policy – Council, Non- Board Committees and Non-Board Task Forces
Forms	Financial Matters and Expense Claims Finance forms_OMA.ORG

17. 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.
Corporate Records (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: Board of Directors and Finance and Audit Committee



 Approved By

January 01, 2022

 Approval Date