

GP 29: Remuneration of Council Members and Committee Members

Policy Type:
Governance

Policy No:
GP 29

Effective Date:
May 12, 2025

Last Approval/Revision Date:

Policy Review Frequency:
Every Three Years

Purpose:

To outline policy related to remuneration of honoraria that Council and Committee members are eligible to claim.

Policy:

This policy applies to the Chair of Council, Council members, chairs and members of all statutory committees, and chairs and members of all standing and ad hoc committees of Council.

Individuals who are selected to be appointed to Council or a committee, and invited to attend a Council or committee meeting as an observer, prior to being appointed, are eligible to claim honorarium for that meeting.

The College of Pharmacists of Manitoba (CPhM) strives to ensure cost-effective, consistent, and fair remuneration to Council members and Committee members.

1. CPhM shall provide remuneration to Council members and committee members at a rate set by Council, as per Schedule A: Rates of Honoraria for Council Members & Committee Members.
2. Council members and committee members claim honoraria through an online form. The designated staff support will send access links, by email, regularly following meetings for Council members and committee members to submit their claims.
3. Payments for honoraria will be made by direct deposit through electronic file transfer (EFT).
4. Council members and committee members will be required to submit an EFT Enrollment form, complete with Social Insurance Number, to permit CPhM to arrange EFT payments and prepare appropriate tax slips.
5. Individuals who receive honoraria payments must report such income on their personal income tax returns. CPhM will issue tax slips to recipients of honoraria annually, for income tax reporting purposes.
6. CPhM will make Canada Pension Plan (CPP) contributions to Canada Revenue Agency (CRA) according to the rates posted for the applicable tax year if total honoraria payments to an individual exceed the annual basic exemption amount for that tax year.
7. CPhM will make Employment Insurance (EI) contributions to CRA according to the rates posted for the applicable tax year.

8. The Council Governance Policy: Remuneration of Council Members and Committee Members and Schedule A: Rates of Honoraria for Council Members & Committee Members will be reviewed regularly to ensure that they remain current. Such reviews will take place, at a minimum, every three years following approval.