



Ontario College
of Pharmacists

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Remuneration Policy & Summary of Allowable Expenses

For Board of Directors and Committee Appointees

Effective date: June 9, 2025; updated rates as of January 22, 2026

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Policy	Remuneration Policy & Summary of Allowable Expenses
Date Created	March, 2020
Date Last Revised	December, 2025
Next Review Date	June, 2027

Purpose

This policy clarifies the remuneration per diem rate for Board Directors and committee appointees conducting College business and outlines the reimbursement process for eligible expenses. A schedule of per diem and reimbursement limits is provided at the start of each Board year and/or with any amendments.

Application

1. This Remuneration Policy (“Policy”) applies to:

- **Elected Board Directors:** Individuals elected to the Board of Directors at the Ontario College of Pharmacists (OCP).
- **Committee Appointees:** Professional committee appointees (registrants) and lay committee appointees (non-registrants) appointed by the Board of Directors to any committee, working group or task force.

Public Board Directors should refer to the Ministry’s Remuneration Framework and contact the Health Boards Secretariat for more information.

Individuals selected to serve on an ad hoc working group, task force or advisory group, not appointed by the Board of Directors, should refer to the College’s Honoraria and Expense Policy for External Service Providers.

2. Effective date:

This Policy, effective June 9, 2025, replaces all previous reimbursement practices and may change by OCP Board resolution. Supplementary statements, guidelines, or amendments may be issued.

Procedure

3. Remuneration per diem rate:

- A per diem is the amount payable for conducting formal College business (e.g. attending a meeting or hearing) and is generally based on seven hours of work.
- Elected and appointed Board and committee members are entitled to the following remuneration:

Role	2026 Per Diem Rate
- Elected Members of Board of Directors - Committee Appointees	\$295

- Annually, the per diem rate will be adjusted by a percentage increase, if any, rounded to the nearest \$5.00, based on the consumer price index for goods and services in Canada as published by Statistics Canada.
- Remuneration should only be claimed for actual time spent on College activities:
 - If the work is 3 hours or less, half of the established per diem rate will be paid.
 - If multiple activities (e.g., preparation and meeting attendance) are completed within 3 hours or less, claim a single half-day per diem and detail the activities in the comments section of the claim form.
- Only one (1) per diem is payable per calendar day.
- Remuneration may be claimed for the activities listed below:

Board/Committee	Meeting Attendance	Preparation	Decision Writing/Review	Deliberation
	<i>Staff submits claim</i>	<i>Individual claims</i>	<i>Individual claims</i>	<i>Staff submits claim</i>
Board of Directors	✓	✓		
Inquiries, Complaints & Reports Committee	✓	✓		
Executive Committee	✓	✓		
Fitness to Practise Committee	✓	✓	✓	✓
Patients Relations Committee	✓	✓		
Quality Assurance Committee	✓	✓		
Registration Committee	✓	✓		
Accreditation Committee	✓	✓		

Board/Committee	Meeting Attendance	Preparation	Decision Writing/Review	Deliberation
	<i>Staff submits claim</i>	<i>Individual claims</i>	<i>Individual claims</i>	<i>Staff submits claim</i>
Discipline Committee Meetings	✓	✓		
Discipline Committee Hearings	✓	✓	✓	✓
Standing Committees ¹	✓	✓		
Ad hoc (Special) Committees & all other meetings (task forces, working groups)	✓			
Conferences & Training	✓			

- Exceptions may apply; please see section nine (9) of this policy or the [Board policy 4.10](#) (Approval of Board Chair Remuneration and Expenses).

4. Meeting attendance and deliberation:

- Per diem payments for attendance at meetings² are based on the **scheduled** meeting duration as follows (only one per diem can be paid for a calendar day):

Scheduled Meeting Time	Per Diem
Up to 3 hours	0.5 per diem
More than 3 hours	1 per diem

- Where a single day **proceeding concludes earlier than scheduled**, Board/committee/panel members may be remunerated equal to the scheduled duration.
- **Staff will submit an attendance register for meetings** held by the Board or committees, including meetings to deliberate following the completion of statutory hearings of the Discipline Committee or Fitness to Practise (FTP) Committee.
- A **deliberation attendance register** will only be submitted by staff if the panel of the Discipline or FTP Committee is required to schedule additional meeting time on a different day to complete the statutory

¹ Drug Preparation Premises Committee, Finance and Audit Committee, Governance Committee, Screening Committee

² Including College organized “lunch and learns.”

hearing process (e.g., due to the length of the hearing day or need to review complex and lengthy evidence or submissions).

Activity	Deliberation Remuneration
Deliberation following a DC or FTP Contested Hearing	Up to a maximum of 2 per diems per matter - 1 per diem for the liability phase - 1 per diem for the order phase

5. Meeting Cancellations:

- Remuneration is generally contingent upon attendance for College business. The College acknowledges that individuals may occasionally lose income due to short notice cancellations or adjournments of meetings or hearings. While efforts are made to mitigate such situations, full compensation for all income loss and inconvenience is not guaranteed.
- If an individual is requested to **attend** a College meeting or statutory committee hearing, for which a per diem is normally payable, and the College cancels it, the individual may request remuneration as outlined below.
- In general, if an individual has **prepared** for a meeting or other matter that is cancelled, they may request payment for preparation time for either the originally scheduled date or the rescheduled date, but not both, if the matter is rescheduled within 30 days of the original cancellation.

Meeting	Conditions of Cancellation	Allowable Claim for Cancellation
Board of Directors Meetings	<ul style="list-style-type: none"> • Meeting cancelled 3 or less business days prior to the scheduled start date 	Up to 1 per diem
Statutory and Standing Committees ³ <i>except</i> Discipline Committee and FTP Committee Hearings and Pre-Hearing Conferences	<ul style="list-style-type: none"> • Formal notice of meeting issued by College; and • Meeting cancelled 3 or less business days prior to the scheduled start date 	Up to 1 per diem

³ Accreditation Committee, Executive Committee, Patient Relations Committee, Quality Assurance Committee, Registration Committee, Drug Preparation Premises Committee, Finance and Audit Committee, Governance Committee, Screening Committee

Meeting	Conditions of Cancellation	Allowable Claim for Cancellation
Discipline Committee and FTP Committee Hearings and Pre-Hearing Conferences (PHC)	<ul style="list-style-type: none"> The committee member was appointed by the Committee Chair to the hearing panel or as the PHC presiding officer; and Hearing or PHC cancelled three (3) or less business days prior to the scheduled start date 	<p>Up to 1 per diem for a cancelled hearing</p> <p>0.5 per diem for a cancelled PHC</p>
	<ul style="list-style-type: none"> Hearing or PHC adjourned in-process, and no other business can be substituted 	<p>The per diem that would have been payable for the adjourned day</p> <p>If a multi-day hearing was scheduled, up to 1 additional per diem</p>
Ad hoc (Special) Committees & all other meetings (task forces, working groups)	<ul style="list-style-type: none"> Not applicable 	No claim allowed

- Individuals who have made unchangeable travel arrangements and incurred non-refundable travel costs will be reimbursed for their out-of-pocket expenses.
- Cancellation claims will not be submitted by staff; individual claims are required.
- In cases where a hearing or review is adjourned to a later date to secure or review new information or submissions, requesting additional preparation time may be appropriate. Such requests must be accompanied by a written explanation.

6. Decision Writing/Review:

- To support effective decision writing, the College may compensate individuals for decision writing for adjudicative committees or panels addressing professional misconduct, proprietary misconduct, incompetence, or incapacity.
- Eligibility for remuneration:
 - Individuals assigned to statutorily mandated committees⁴ to adjudicate matters related to professional misconduct, incompetence, or incapacity of College registrants; **and**
 - Individuals appointed to the panel by the Committee Chair who are responsible for drafting the committee's decision or reviewing the written decision.

⁴ Discipline Committee, Fitness to Practise Committee and Registration Committee.

- Remuneration is not available for drafting or typing committee reports or minutes, or for drafting or editing College newsletters, communiques, or other publications.
- Decision writing time is compensated at the standard per diem rate. Individuals may request remuneration for decision writing and review time as applicable:

Decision Writing/Review Remuneration			
Discipline/FTP Activity	Uncontested Hearing	Contested Hearing	
		Finding Phase	Order Phase
Drafting and Finalizing Decision	Up to 2 per diems	Up to 5 per diems	Up to 5 per diems
Reviewing Decision	0.5 per diem	Up to 1 per diem	Up to 1 per diem

- From time to time, the Governance Committee and/or Executive Committee (standing committees) may be required to consider concerns and/or possible breaches of code of conduct. Remuneration for decision writing/review to be considered in exceptional circumstances on a case-by-case basis by the Director, Corporate Services. If deemed necessary, approval from the Chair of the Finance and Audit Committee will also be sought.
- Remuneration for ICRC decision review will not generally be considered. Decision review time will only be considered in exceptional circumstances on a case-by-case basis by the Director, Corporate Services. If deemed necessary, approval from the Chair of the Finance and Audit Committee will also be sought.

7. Preparation Time:

- Board Directors and committee appointees are expected to be fully prepared for College business. While payment for preparation time is not an entitlement, the College acknowledges that additional preparation may be required for multi-day meetings, highly specialized technical information, or hearings by members of a Discipline Committee or FTP Committee panel.
- Board of Directors:

Meeting Duration	Preparation Remuneration
For each scheduled half-day meeting (up to 3 hours)	0.5 per diem
For each scheduled full-day meeting (greater than 3 hours)	Up to 1 per diem

- Inquiries, Complaints and Reports Committee (ICRC):

Inquiries, Complaints and Reports Considered per Meeting	Preparation Remuneration
25 or less	Up to 1 per diem
26 to 35	Up to 2 per diems

36 to 50	Up to 3 per diems
Greater than 50	Up to 4 per diems

- **Discipline Committee and Fitness to Practise Committee Hearings and Pre-Hearings Conferences:**

Activity	Preparation Remuneration
Discipline Committee or FTP Committee Panel	
Single day uncontested hearing	Up to 1 per diem
Multi-day contested hearing	Up to 2 per diems - 1 per diem for finding phase - 1 per diem for order phase
Deliberation following multi-day contested hearing	Up to 2 per diems - 1 per diem for deliberation following findings phase - 1 per diem for deliberation for order phase
Presiding Officer for Pre-Hearing or Case Management Conference	
- First conference held on the matter	1 per diem
- Subsequent conferences held on the matter	0.5 per diem

- **Other statutory and standing committees⁵:**

Meeting Duration	Preparation Remuneration
For each scheduled half-day meeting (up to 3 hours)	0.5 per diem
For each scheduled full-day meeting (greater than 3 hours)	Up to 1 per diem

8. Electronic Meetings:

- Attendees at electronic meetings of the Board of Directors, committees, or those representing the College on official business will receive an attendance per diem based on the applicable rate.
- No expenses (e.g., meals) beyond the per diem remuneration may be claimed for electronic meetings. Any meeting-specific costs incurred (e.g., personal long-distance telephone or internet charges) may be reimbursable by the College on a case-by-case basis with the required documentation by the Director, Corporate Services.

⁵ Accreditation Committee, Executive Committee, Patient Relations Committee, Quality Assurance Committee, Registration Committee, Drug Preparation Premises Committee, Finance and Audit Committee, Governance Committee, Screening Committee

9. Compensation for Representation and Training:

- Attending as a representative or presenter on behalf of the College, or participating in training, educational seminars, workshops, or attending conferences for educational purposes related to their duties as a board director or committee member, are remunerated at the standard per diem rate, provided these activities are approved by the Board Chair and Registrar/CEO.

10. Exceptional Circumstances

- Individuals must be compensated in a consistent manner. As such, exceptional circumstances requiring diversion from the parameters of this Policy are expected to be infrequent and cannot be approved on a sustained/long-term basis.
- The following steps must be followed for any request for remuneration that exceeds the parameters of this Policy:
 - **Where possible, requests should be submitted at least two weeks in advance** of the activity for which remuneration is being sought.
 - A brief written explanation of the exceptional circumstances and projected remuneration amount must be submitted to the Committee Resource, with prior approval from the respective Chair.
 - The request will then be reviewed and approved on a case-by-case basis by the Director, Corporate Services (or by the Registrar and CEO if the Director, Corporate Services is unavailable).
 - Requests for remuneration that meet any of the following criteria will be escalated for review by the Chair of the Finance and Audit Committee:
 - If the requested remuneration exceeds the policy by a factor of three (for individual member) or a factor of two (for multiple members);
 - Are submitted more than twice annually by the same individual under exceptional circumstances;
 - The request lacks sufficient documentation or justification, as determined by the Director, Corporate Services;
 - The request was initially approved but has been modified after the activity was completed; and/or
 - Could set a precedent or raise equity concerns.
 - All exceptional remuneration approvals will be reported quarterly to the Finance and Audit Committee for oversight purposes and to inform any necessary updates to these criteria.

11. Travel Time:

- The College does **not** cover travel time.

12. Stipend for the Board of Directors Chair:

- The College does **not** provide a stipend for the Chair of the Board of Directors, Vice Chair or Committee Chairs.

13. Allowable Expenses:

- The College will reimburse for authorized, necessary, and reasonable expenses incurred directly associated with work conducting College business, up to the maximum allowed for the following expense type (see Appendix 1 for details):
 - Transportation
 - Accommodation
 - Meals
 - Other expenses
- Guiding Principles for Reimbursement:
 - Ensure registrant dollars are used prudently and responsibly, with a focus on accountability and transparency.
 - Ensure travel, meals, and hospitality expenses support the College’s mandate.
 - Travel, meals, accommodation, and hospitality should be necessary and economical, with due regard for health and safety.

14. Claiming Remuneration and Expenses

- Claimants will:
 - Complete the most current version of the remuneration and expenses form electronically. Forms are available on the web portal and are periodically updated.
 - Submit receipts for all expense claims. If a receipt is unavailable, provide a written explanation with an itemized description of the expense.
 - Submit claims promptly (within 5 business days).
- Approvers (College Staff) will:
 - Approve only expenses necessarily incurred in the performance of College business; and
 - Approve only claims that include all appropriate documentation.
- Timing of submission of claims:
 - Submit within **5 business days** following the meeting/activity.
 - Late claims will **not be accepted later than 2 weeks after the end of each quarter:**

Financial Quarters	Submit claims before:
1. January - March	April 15

2. April - June	July 15
3. July - September	October 15
4. October - December	January 15

- Claim processing:
 - The College provides remuneration payments in accordance with the bi-weekly pay schedule.⁶
 - Payment is made by Electronic Funds Transfer (Direct Deposit). Banking information can be provided securely within the Self-Service Portal.

15. Government Taxes / Payment Account Set-Up

- Per diem remuneration is taxable under the *Income Tax Act* and is considered income from employment. Individuals will:
 - Provide the College with a social insurance number (SIN).
 - Complete TD1 and TD1ON forms for the purposes of withholding tax.
 - Receive a T4 slip at the end of the year.
- Individuals will receive access to a secure, online self-service portal where they can view paystubs, T4s, enter or upload TD1 tax forms, banking information and a mailing address.

Please note:

- Reimbursement for expenses incurred is not generally subject to taxation.
- Harmonized Sales Tax (HST) should not be charged as services are not considered to be taxable supplies.

⁶ Payments could take up to three weeks if completed claims are not received at least one week before the College's bi-weekly payment schedule or submitted claims are incomplete.

Appendix 1: Travel Expense Reimbursement Rates

Travel

- Air and train travel reimbursement will be for economy class, and members are encouraged to book in advance to take advantage of any available discount fare.
- Business class for train travel is acceptable only in limited circumstances, such as:
 - Choosing a travel time that reduces expenditure on meals or accommodation (e.g., comparing an economy class ticket plus a meal with the cost of a business class ticket where the meal is included).
 - Accommodation requirements.
 - Health and safety considerations.
 - If a business class ticket is more economical than the economy fare, provide a copy of the economy fare to substantiate the claim.
- Reasonable and necessary ground transportation (e.g., taxi, subway) for conducting College business will be reimbursed. Taxis or airport limousines for traveling to and from the airport should be used only in exceptional circumstances, such as weather conditions or safety considerations.
- Travel by personal vehicle will be reimbursed at a rate consistent with the Travel Expense Reimbursement Rates as prescribed by Canada Revenue Agency (CRA). The current automobile reimbursement rates currently in effect are:
 - 73¢ per kilometre for the first 5,000 kilometres driven.
 - 67¢ per kilometre driven after that.
- Reimbursement is provided for parking as well as for tolls for bridges, ferries, and highways, when driving for College business. **Valet parking is not permitted.**
- Traffic or parking violations are not reimbursed. Vehicle repairs due to breakdowns or accidents while traveling on College business are not reimbursed.

Meals

- Reimbursement for meal expenses incurred is subject to a daily maximum as set and published by Canada Revenue Agency (CRA) Meals and Allowance Rates and will require receipts to be submitted. The rates cover taxes and gratuities.
- Criteria for reimbursement are as follows:
 - Breakfast may be claimed if departure from residence is at least 2 hours before the scheduled meeting start time.
 - Lunch may be claimed if attending the College or a College business-related event for a full day and no lunch is provided.

- Dinner may be claimed if the formal meeting time extends beyond 4:00 p.m. and the return trip from a meeting exceeds 2 hours.

- The current meal reimbursement rates are:

Breakfast	\$12
Lunch	\$23
Dinner	\$34
Maximum Daily Allowance	\$69

- While discretion and reasonableness must be used when purchasing meals, the total daily meal cost must not exceed the maximum reimbursement rate, even if individual meal costs exceed the suggested per-meal guidelines.

Accommodation

- Accommodation is provided for individuals who reside more than 40-kilometre from the meeting location. Individuals will be accommodated at the **hotel(s)** selected by the College. If an individual chooses to stay at an alternate hotel, any difference between the rate of the hotel(s) selected by the College and that chosen by the individual will be paid by the individual. Appendix 2 lists the hotels and rates selected by the College.
- Use of **short-term rentals** such as Airbnb is strictly at an individual's personal discretion and risk. The College does not assume any responsibility for the individual's decision to use these services.
- If a member chooses to stay in **private accommodation**, a \$50 per night reimbursement will be provided, (includes any meals with friends or family). Instead of a receipt, a written explanation must be submitted detailing the purpose of the trip, identifying the host, and specifying the number of days.
- Under no circumstances will individuals be reimbursed for **entertainment costs** (e.g., alcohol, videos, movies) or **personal services** (e.g., dry cleaning, personal grooming items). These items should be deducted from hotel bills before submission for payment.

Other Expenses

- Individuals may be reimbursed for reasonable gratuities for a porter, hotel room services, and taxis. Please keep a record of gratuities paid. Examples of reasonable amounts for gratuities include:
 - 10% on a taxi fare
 - \$2-\$5 for housekeeping for up to two nights in a hotel, up to \$10 for a longer stay
 - \$2-\$5 per bag for a porter.
- Any other reasonable travel expenses, such as internet fees, telephone calls, etc., incurred in conducting College business, will be paid on the basis of reasonable documentation of such expenses.

Appendix 2: 2026 Negotiated Hotel Rates

HOTEL LIST

Kimpton Saint George

280 Bloor St W, Toronto, ON, M5S 1V8

Booking URL: [Ontario College of Pharmacists](#)

Bookings can also be made by calling 416-968-0010 and quoting the OCP Corporate ID: 100287833.

Standard Room Rates for 2026

Period	Rate (before taxes)
January 1 – April 30, 2026	\$279.00
May 1 – May 31, 2026	\$319.00
June 1 – June 30, 2026	\$334.00
July 1 – August 31, 2026	\$319.00
September 1 – September 30, 2026	\$339.00
October 1 – December 31, 2026	\$304.00

Blackout dates: March 1–4; June 5– 30; July 1–3; July 19–24; and September 10–20, 2026.

Holiday Inn Toronto Downtown Centre

30 Carlton Street, Toronto, ON, M5B 2E9

Booking URL: [Ontario College of Pharmacists](#)

Bookings can also be made by calling 416-977-6655 or emailing reservations@hitorontodowntown.ca and quoting “Ontario College of Pharmacists”. If the corporate rate is unavailable or the hotel appears fully booked, please reach out to Jack Davidson at j.davidson@hitorontodowntown.ca for further assistance.

Standard Room Rates for 2026

Period	Rate (before taxes)
January 1 – March 31, 2026	\$209.00
April 1 – October 31, 2026	\$269.00
November 1 – December 31, 2026	\$209.00

Blackout dates: March 1–4; June 9–30; July 1–3; and September 10–16, 2026.

W Hotel

90 Bloor Street East, Toronto, ON, M4W 1A7

Booking URL: [OCP W Hotel Booking](#)

Due to the booking system's limitations, the booking URL will apply the weekday rate only. To have the rate adjusted for Saturday and Sunday, please email your confirmation number to Allena Nguyen at anguyen@ocpinfo.com who will facilitate the corrected rate.

Bookings can also be made by calling 1-888-627-7081 and quoting "Ontario College of Pharmacists".

Standard Room Rates for 2026

Period	Rates (before taxes)	
	Monday to Friday Arrival	Saturday and Sunday Arrival
January 1 – March 31, 2026	\$345.00	\$300.00
April 1 – July 31, 2026	\$395.00	\$300.00
August 1 – December 31, 2026	\$395.00	\$308.00

Blackout dates: March 2–3; June 12, 17, and 23; September 10–16, and October 20–21, 2026.

Royal Sonesta

220 Bloor Street West, Toronto, ON, M5S 1T8

Booking URL: [2ONTARIO](#)

Bookings can also be made by using the **2ONTARIO** corporate/promo code to get the negotiated rate.

Standard room rates will be discounted **16% off the Best Available Rate**.