

Policy Name:	HONORARIA	 <p>coast mountain college</p>
Approved By:	President's Council	
Approval Date:	August 28, 2017	
Next Scheduled Renewal Date:	July 2023	
Policy Holder:	VP, Corporate Services	
Operational Lead:	Director, Finance	
Policy Number:	ADM-001	

HONORARIA POLICY

1.00 PURPOSE

- 1.1 As an educational institution, the College invites guest speakers and presenters to classrooms, meetings, and other College-related events. Where deemed appropriate, an honorarium is presented as a sign of appreciation. This policy outlines the appropriate criteria for recognition of services and the related reporting criteria. The scope of this policy excludes compensation for the Board of Governors.

2.00 DEFINITIONS

- 2.1 **Honorarium:** A token of appreciation (small gift or payment) given to an individual for services rendered in a volunteer capacity where a contract and/or invoicing is not required.

3.00 POLICY STATEMENTS

- 3.1 A non-employee acting in a volunteer capacity to the College may receive a monetary and/or non-monetary honorarium.
- 3.2 Employees of the College (as confirmed by HR) may only receive non-monetary gifts.
- 3.3 The services provided are not the result of a contract and/or an invoice.
- 3.4 The College encourages giving non-monetary tokens of appreciation that are aligned with the College brand and nature of the services rendered.
- 3.5 The College understands there are services where a monetary honorarium is more appropriate.
- 3.6 All monetary honoraria must be pre-approved by the appropriate Associate Dean, Dean, or Director responsible for the function. Final authorization for payment is required from a Vice-President.
- 3.7 All non-monetary gifts exceeding \$100.00 must be pre-approved by the appropriate Associate Dean, Dean, or Director. Final authorization for reimbursement is required from a Vice-President.
- 3.8 The College adheres to Canada Revenue Agency (CRA) tax guidelines for honoraria.

3.9 Where applicable, the recipient will be required to provide personal information to the College for taxation purposes.

4.00 PROCESSES

4.1 [ADM-001P Addendum 1, Honoraria Procedures](#)

4.2 [ADM-001 Addendum 2, Honoraria Payment Request Form](#)

5.00 HISTORY

Created/Revised/ Reviewed	Date	Author's Name and Role	Approved By
Created			