
Honoraria

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Category:	Finance
Effective Date:	December 2, 2022
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Date Last Reviewed:	New

POLICY

Northern Lights College recognizes there may be times to recognize incidental services of individuals who are not employees of the college through an honorarium participating in college business.

PURPOSE

This policy provides clarity regarding the definition of honorarium and establishes a framework and guidelines for the consistent and fair application and payment of honoraria at the college.

SCOPE

Applies to individuals participating in college business in a volunteer capacity. This policy does not apply to employees, members of the board of governors or education council members.

Northern Lights College will follow honorarium guidelines provided by all indigenous communities when providing an honorarium to elders.

PROCEDURE

While an honorarium may be interpreted as a fee, the giving of it is voluntary. It should be regarded as a gift honoring the person who has provided a service to NLC. An honorarium is not based on an agreed amount between the individual providing services and the College representative seeking services. If payment is agreed upon, this constitutes a contractual agreement and is dealt with under the College's Policy F-2.06 Purchasing.

The amount of an honorarium should not be geared to lost fees or wages, or expenses incurred by the service provider, but to the amount of recognition appropriate for the services provided.

Honoraria would be in the range of \$5 and in no case should exceed \$500 for any one occurrence.

This includes cash equivalents, such as gift cards.

In cases where the service is substantial or where there are significant expenses incurred by the person providing the service, payment should be under a service contract.

Any conflicts of interest or engagement with related parties must be disclosed to the VP Finance and Corporate Services in advance of any services being rendered.

DEFINITIONS

Honorarium – a payment given to services that are rendered nominally without charge

STAKEHOLDERS

NLC Administration

RELATED POLICIES AND REFERENCES

H-1.013 Standards of Ethical Conduct

F-2.06 Purchasing

F-3.10 Travel

E-2.07 Education Council – Student Representatives Remuneration

GP-12 Board and Committee Expenses and Remuneration

History

Created/Revised/Reviewed	Date	Author	Approved By
Created	Dec 2, 2022	VP Finance and Corporate Services	Dec 2, 2022

Next Scheduled Review Date

December 2, 2027