

# Gift and Honorarium Procedure

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Administrator.

<b>Functional category</b>	Human Resources
<b>Parent policy</b>	Code of Conduct Policy
<b>Approval date</b>	June 28, 2023
<b>Effective date</b>	June 28, 2023
<b>Procedure owner</b>	Vice President, People and Culture, and Vice President, Administration and Chief Financial Officer
<b>Procedure administrator</b>	Director, Culture and Development, and Director, Financial Services and Controller

## Overview

NorQuest College (college) values its relationships with members of the college community and external parties. At times and under certain circumstances, it may be appropriate to recognize this relationship or to celebrate certain milestones with a gift and/or honorarium. This procedure provides a guide to the acceptable use of college funds in the giving of gifts to members of the college community and external parties to facilitate business activities.

Authority to establish this procedure is derived from the [NorQuest College Board of Governors Policy No. 5](#), which delegates authority to the President

and CEO to establish policies and procedures for the college's management and operation.

## Procedure

### Scope

This procedure applies to gifts (including honorarium) given by the college or its representatives to external parties and members of the NorQuest College community, i.e., to employees, faculty, students, members of the public serving in a recognized role at the college, or employees of an agency contracted by the college. It does not apply to gifts offered by or received from externals to the college. For more information on gifts from external parties, please see the [Code of Conduct Policy](#).

### General

- The giving of gifts is acceptable in certain circumstances including:
  1. Major life events such as bereavement, serious illness, birth, adoption, guardianship, parental leave, matrimony, significant academic achievement, long-service anniversaries, personal milestones, and retirement.
    - a. For more detail on [Long Service Recognition](#) and [Retirement Recognition](#), please review the relevant procedures.
  2. Recognition of a special service to the college or college community.
  3. To facilitate business activities and support building relationships with learners and external parties.
- Expenses for gifts must be incurred in a prudent and cost-efficient manner, with due consideration for economy, time, and the college's accountability to the public, and are subject to annual budget limitations.
- The following items cannot be given as gifts under any circumstances:
  1. Alcoholic beverages;

2. Cannabis or other intoxicants, regardless of the form in which they are purchased; or
  3. Cash.
- Gifts of tobacco are acceptable where they conform to the culture and tradition of the recipient.
  - Monetary values listed within this procedure are stated before all applicable taxes and are in Canadian dollars.
  - Gifts are not to exceed the following maximum value per gift:
    - Employees - \$100. The total cumulative value of gifts received from a single source in a calendar year may not exceed \$200.
    - External parties - \$1,000
    - Learners (including potential applicants) - \$500
  - Where a gift is planned that will exceed the maximum value noted in this procedure, pre-authorization is required by a Senior College Official whose area is accountable for the expenditure in addition to the normal approval by the appropriate signing authority.
  - In the case of a major life event, a donation may be made to a registered not-for-profit in lieu of the gift itself.
  - Gifts given by the college or its representatives are not to result in a real or perceived conflict of interest.

### **Recording and Reporting Gifts**

- Whenever a gift card (in any amount) or gift over \$50 is purchased, or an honorarium is provided, it is the responsibility of the department making the gift (giftor) to record/log the following information of the individual receiving the gift:
  - Name of person;
  - Student ID for students, Social Insurance Number (SIN)\* for external parties, or employee number for staff (if known);
  - Date on which the gift was given;

- Reason for the gift being made;
- Type of gift;
- Value of the gift (including taxes) or amount on a gift card; and
- Name of the retailer(s) if a gift card was provided.

\* Should attempts to collect the SIN be unsuccessful, proof of the attempts made to collect that information (may include email or mailed request sent, call log of attempts to reach the individual or notes from conversation with the individual) are to be forwarded to [giftreporting@norquest.ca](mailto:giftreporting@norquest.ca).

- The information required in the record log is to be emailed by the giftor (from their NorQuest email address) to one of the following on a quarterly basis (at a minimum).
  - In the case of gifts to employees, please complete the [Employee Gift Tracking Log](#) and email the information to [employeegiftreporting@norquest.ca](mailto:employeegiftreporting@norquest.ca).
  - In the case of gifts to students and external parties, please complete the [Student and External Gift and Gift Card Tracking Log](#) and email it to [giftreporting@norquest.ca](mailto:giftreporting@norquest.ca).
- The purchase of gift cards and honoraria is to be coded to the Honorariums account code.

### **Gift Cards**

- Gifts cards that will be given by the college are to be purchased by Supply Chain Management only and cannot be purchased directly. Gift cards may be requested for a specific singular purpose/event through PeopleSoft Finance via purchasing requisition. If you require assistance, please contact [supplychain@norquest.ca](mailto:supplychain@norquest.ca).
- Gift cards for The Core may be purchased directly from The Core without going through Supply Chain Management.
- Gift cards may be given as gifts, so long as the following requirements are met:

1. A log is kept that records all gift cards (as per the Recording and Reporting Gifts section);
  2. In the case of an employee, the gift card can only be used to purchase goods or services from an identified retailer or group of retailers (i.e., it is not a pre-paid credit card such as VISA/Mastercard/American Express or similar); and
  3. In the case of an employee, the terms and conditions of the gift card clearly state that amounts loaded to the card cannot be converted into cash.
- It is the responsibility of the giftor to ensure that gift cards meet the above criteria.
  - Any gift card not distributed for the specific purpose/event are to be stored in a locked safe and accounted for weekly:
    1. One NorQuester counts the undistributed gift card/s and populates the [Gift Card Reconciliation form](#).
    2. A different NorQuester verifies the gift card count.
    3. Both NorQuesters initial the Form and submit it to [reconciliations@norquest.ca](mailto:reconciliations@norquest.ca) at the end of each week until the gift card/s is distributed.
    4. When the gift card is given, the giftor is to record the information of the individual receiving the gift as per the Recording and Reporting Gifts section.

### **Taxable and Non-Taxable Gifts**

- Any number of gifts with a NorQuest logo, trivial gifts (with a value of \$50 or less) or gifts for a major life event may be given throughout a calendar year (January-December) as they are considered non-taxable.
- Where the accumulated total value of gifts to an individual exceed \$500 in a given calendar year, certain non-taxable gifts (e.g. gift cards) may become taxable (see attached Taxable/Non-taxable Gifts table).

- The final determination as to whether a gift is taxable or non-taxable is made by the Canada Revenue Agency (CRA).

## Definitions

**College Community:** Any student, faculty, administrative or staff member of the college, member of the public serving in a recognized capacity for the college, and employee of an agency contracted by the college.

**Employee:** includes a person who is engaged by NorQuest College to perform a service in accordance with existing terms and conditions of employment, employment contracts or collective agreements.

**Major Life Event:** includes bereavement, serious illness, birth, adoption, guardianship, parental leave, matrimony, significant academic achievement, long-service anniversaries, personal milestones, and retirement.

**Senior College Officials:** includes members of the NorQuest College Board of Governors, President and CEO, and Vice Presidents.

**Student:** (for the purposes of this procedure): Any individual admitted to, and enrolled in, any college course(s) or program(s). Another term for student is Learner.

**Trivial Gift:** Include items of a trivial value (up to a maximum of \$50), such as coffee, tea, mugs, tee shirts, or trophies.

## Related information

### NorQuest College

- [Breach of Personal Information Reporting Procedure](#)
- [Code of Conduct Policy](#)
- [Employee Gift Tracking Log](#)
- [Gift Card Reconciliation form](#)

- [Hosting Procedure](#)
- [Long Service Recognition Procedure](#)
- [Retirement Recognition Procedure](#)
- [Student and External Gift and Gift Card Tracking Log](#)
- [Determination of Taxable versus Non-taxable Gifts](#)

## External

- [Income Tax Act \(Canada\)](#)

## Next review date

April 2024

## Revision history

Date	Version Number	Action
May 2023	V1	New