

Patient and family partner honorariums: Information for engagement leads

Background

At BC Cancer, we are committed to engaging the people we serve in the planning and co-creation of our programs, services, and research. Patients and families are experts in their own care and must be engaged as key partners in the design of our health system.

Patient and family partners (“partner”) with our Patient & Family Partnerships and Experience (PFPX) Program bring their lived experience to support BC Cancer activities and projects.

One way our program can make participating as a partner easier and more inclusive is by paying partners for their time and expertise. Our partner payment practice is based on best practices and on other programs across the Provincial Health Services Authority (PHSA).

Honorarium(s) are a one-time payment made to show appreciation and recognize knowledge, expertise, and lived experience. Honorariums are often given to volunteers, patient or family partners, and community members who work with PHSA to improve programs and services. Paying partners for engagement work is not intended to be part time employment.

What you can expect as an engagement lead

- The PFPX team will handle all aspects of honorarium payment and the budget for honorariums will be provided by the PFPX program.
- Before your engagement starts, the PFPX team will work with you to identify the appropriate hourly rate for your engagement. This rate will be determined based on the nature of the engagement and the level of involvement and responsibility the partner(s) will have. The PFPX team will outline this rate to the partner(s) before the engagement starts.
- For meetings, workshops, and events, payment includes the hours spent on preparation between sessions. Before the engagement starts, it’s important for you to provide the PFPX team an estimated maximum number of hours required for preparation so this can be shared with the partner(s).
- You are required to submit an honorarium reporting template detailing the number of hours partner(s) contributed to the engagement. The PFPX team will provide you the honorarium reporting template.
- If an engagement is less than an hour, partners will be paid for a full hour. If an engagement is longer than an hour, time is tracked in 30-minute intervals and rounded up. Examples:
 - A 45-minute meeting = 1 hour of honorarium
 - A 1-hour, 10-minute meeting = 1.5 hours of honorarium
 - A 1-hour, 40-minute meeting = 2 hours of honorarium
- Submit the honorarium reporting template on a rolling basis or by the end of each month via email to patientexp@bccancer.bc.ca

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- If a partner reports any concerns to you regarding the timeliness or amount of their payment, please alert the PFPX team so they can address the concerns.

Payment rates

The below table reflects current monetary amounts¹ being used across PSHA and may be updated.

Amount	Description	Examples of work
\$30/hour	Contributing <ul style="list-style-type: none"> Partners serving in an advisory and consultative role. May be a one-time or recurring activity. 	<ul style="list-style-type: none"> Committee or working group meetings 1:1 interviews Focus groups User testing Document review & Feedback Hiring Panels Policy reviews Preparation time: reviewing agendas, engagement-related emails, documents, etc.
\$35/hour	Creating <ul style="list-style-type: none"> Partners serving in an advisory and consultative role. May be a one-time or recurring activity. 	<ul style="list-style-type: none"> Document writing & development (examples: blogs, patient handbooks, articles, written storytelling, etc.)
\$55/hour	Leading <ul style="list-style-type: none"> Partners are leading engagements through knowledge dissemination, teaching, group facilitation 	<p>With minimal guidance, the partner leads in:</p> <ul style="list-style-type: none"> Presentation delivery, including storytelling Co-chairing meetings Workshop and group facilitation

Tax and Income Implications

Honorariums may have tax or income implications. To understand how they might affect partners, they can visit the [Canada Revenue Agency \(CRA\) website](#), call the CRA, or check with income assistance programs.

¹ Adapted from [PHSA's Patient & Family Engagement Framework](#) and [Suggested Honorariums Rates for Patient and Family Engagement](#) (links for PHSA staff only)