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

- When planning an engagement, you are responsible for budgeting for **honoraria and any related expenses** for patient and family partners. Please ensure these costs are included in your project budget and approved by the individual with signing authority. Setting aside dedicated funds demonstrates a program's commitment to meaningful and accessible partnerships with patients and families and supports staff in integrating partner engagement into their work.
- If your program has budget available to cover honoraria, your team will be responsible for processing these payments. Engagement leads should familiarize themselves with **Basware**, the platform used to process partner honoraria across PHSA. For questions about Basware, please contact PHSAAccountsPayable@phsa.ca. PFPX does not provide Basware related guidance.
- If your program does **not** have sufficient budget to cover honoraria, the PFPX program administers a limited fund that may be available to support patient and family partner participation. Staff should contact the PFPX team to discuss eligibility and available funding before confirming the engagement.
- Before your engagement begins, the PFPX team will work with you to identify the appropriate hourly honorarium rate. This rate is determined based on the nature of the engagement and the level of involvement and responsibility the partner(s) will have. The PFPX team will confirm this rate with the partner(s) prior to the engagement.

- For meetings, workshops, and events, honoraria may include time spent preparing between sessions. Before the engagement begins, please provide the PFPX team with an estimated maximum number of preparation hours so this can be communicated to the partner(s). Engagement leads are required to submit an honorarium reporting template outlining the number of hours partner(s) contributed to the engagement. The PFPX team will provide this 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
    - A 1-hour, 10-minute meeting = 1.5 hours
    - A 1-hour, 40-minute meeting = 2 hours
- Submit the honorarium reporting template on a rolling basis or by the end of each month via email to patientexp@bccancer.bc.ca
- If a partner raises concerns about the timeliness or amount of their payment, please notify the PFPX team so they follow up and address the concerns.

Payment Rates

The below table reflects current monetary amounts[1] being used across PSHA and may be updated.

Amount	Description	Examples of work
$30/hour	**Contributing** • Partners serving in an advisory and consultative role. May be a one-time or recurring activity.	• 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** • Partners serving in an advisory and consultative role. May be a one-time or recurring activity.	• Document writing & development (examples: blogs, patient handbooks, articles, written storytelling, etc.)
$55/hour	**Leading** • Partners are leading engagements through knowledge dissemination, teaching, group facilitation	With minimal guidance, the partner leads in: • Presentation delivery, including storytelling • Co-chairing meetings • Workshop and group facilitation

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

Tax and Income Implications

Honorariums may be taxable and may have implications for disability benefits, depending on the amount and specific circumstances. PHSA does not issue T4As or provide advice related to personal tax situations. It is important for patient and family partners to consult their own tax advisor or refer to the CRA website for further clarification.

Charitable donations

If a partner asks if their honorarium could be re-routed to a charity or foundation, please let them know that due to financial policies and regulations we are not able to divert funds to charities. Instead, encourage them to personally donate the amount of the honorarium received to a program, organization or foundation of their choice.