

**LOYALIST COLLEGE**  
**Board of Governors Policy**

**17. GIFTS TO RETIRING GOVERNORS**

**Date Last Approved:** May 29, 2025

**Next Review Date:** 2029

**Background**

In this policy, capitalized terms used but not defined herein shall have the respective meanings ascribed to them in the Definitions Schedule.

This policy has been developed to provide uniform practices for formal recognition of the commitments and contributions of retiring Governors.

**Policy / Procedure**

The Board may, utilizing College funds, present an appropriate gift to a Governor who is nearing the end of their term or is retiring, to recognize such Governor's contribution to the College and the Board during their term. The cost of such gift must be reasonable and cannot exceed the value of \$250.

Any gifts to retiring Governors over \$30 require pre-approval of the President.

Examples of an appropriate retirement gift include:

- framed photography or artwork;
- keepsakes or memorabilia; and/or
- food gift baskets.

College funds may not be used to provide a gift of cash to a retiring Governor. A gift card is considered a cash equivalent and will also be prohibited.

**Monitoring**

Gifts given to retiring Governors will be reviewed annually within the College's audit process.

**Related Materials**

Broader Public Sector Accountability, "Travel, Meal and Hospitality Expenses Directive"  
<https://www.ontario.ca/page/travel-meal-and-hospitality-expenses-directive>