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The Land, The People, The Future

## Honorarium Policy

### **Statement**

“Honorarium” means a gift of recognition of acts or professional services for which custom or propriety forbids a price to be set. When an honorarium is more than a gift, it can be deemed that Nipissing First Nation is compensating an individual for their time and expense in the form of a cheque, hence rules of income determination within Canada Revenue Agency needs to be considered.

An honorarium is a payment made without the individual recognizing themselves as having any liability or legal obligation. It is a gift of recognition to an individual or group volunteering a service or for services which fees are not traditionally required. It is not a payment to compensate an individual for their time or expense, but only a gesture of respect and gratitude to show Nipissing First Nation’s appreciation.

### **Policy**

An Honorarium is made on a special or non-routine basis to an individual or group in recognition of the contribution of gratuitous services to the community. Examples, include, but not limited to, a payment to a guest speaker or lecturer as a “thank you” gesture of good will and appreciation, or a gift payment for other unique, incidental and infrequent services not traditionally required on an on-going basis.

### **Guidelines**

Honorarium rates have been identified in Appendix “A”.

In order to process an Honorarium payment, a “Request for Honorarium Payment” requisition must be completed as in appendix “B”.

External organizations or employees with a mandate or who are funded to provide services to Nipissing First Nation will not be considered for an honourairum.

Conflict of Interest or engagements with related parties must be disclosed in advance to the Nipissing First Nation Chief Executive Officer or designate. The Nipissing First Nation Conflict of Interest Code outlines provisions and should be referenced for clarification.

Payments not issued as an honorarium must be processed as a sole source contracting. "Sole Source" contracting is meant for unique requirements such as cultural considerations or requirements such a language and knowledge of community or for instances of emergencies not covered by this Honorarium policy. If Sole Source contracting is utilized, the Program Manager must document rationale and submit to the Chief Executive Officer or designate for consideration and approval.

To determine whether payment for services is in the form of Honorarium or other sources, the following will be used:

*"Honorarium"* is a gift of recognition to an individual or group volunteering a service or for services which fees are not traditionally required. It is not a payment to compensate an individual for their time or expense.

*"Gift"* is a small token of appreciation that is given to an individual providing a service and is no more than \$25.00 in value.

*"Sole Source Contracting"* is paid based on invoice for services and rationale to document must be described on the cheque requisition that is submitted for payment.

*"Professional Services"* are services paid based on a signed contract.

***NOTE: When requesting cultural supports, tobacco must be offered at the time of the request.***

*Approved this 3<sup>rd</sup> day of September, 2019.*

*Amended and approved this 6<sup>th</sup> day of October, 2020.*

*Amended and approved this 18<sup>th</sup> day of October, 2022.*

APPENDIX "A"

Honorarium Rates

**\*\*Tobacco must be given at the time the request is being made if request is made in person and if not, it should be given prior to service being performed\*\***

Type of Service	Rates	
	Half-Day	Full-Day
<b>INTRODUCTION</b> - Providing an Opening / closing (includes smudging)	Opening \$50. Opening and closing and other duties during event \$100.	
<b>LEAD</b> - Traditional Practitioner (allied health provider) recognized by NFN and offering services to individuals or groups. This may include traditional knowledge sharing including pipe ceremony or sweat lodge; traditional knowledge teachings or facilitating a cultural workshop.	\$300.00	\$500.00
<b>ADVISORY</b> or facilitator role on behalf of NFN with participation at approved meetings; representing NFN on approved committee; or providing information or presentation on behalf of NFN. To enhance communication or build relationship at events or meetings; to increase understanding and appreciation for Indigenous services.  <b>SUPPORT (HELPER)</b> - has a role in supporting preparation and facilitation of a traditional ceremony. Fire keeping – has a specific role in tending to the sacred fire.	\$100.00	\$200.00
<b>Drum Group</b> will receive on Honorarium payment offered to the lead and keeper of the drum. The lead will be responsible to distribute the Honorarium among the group.	Opening and closing songs \$400./per day Opening, closing and other songs during event \$800./per day	
Honorarium rates invoiced to external agencies.	\$300.	\$500.

**\*\*See appendix "c" for travel and expense rates.\*\***

## Appendix "B"

### Request for Honorarium Payment

Date of Event: \_\_\_\_\_

Description of Event or Purpose:

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Honorarium Recipient Name: \_\_\_\_\_

Is the Honorarium given to a Public Official (employee, Council) of NFN? \_\_\_\_\_  
Yes      No

Is the recipient acting in the capacity of a Council/or employee of NFN? \_\_\_\_\_  
Yes      No

Make payable to: \_\_\_\_\_

Type of Service	Rate
Prayer / Smudging	
Traditional Practitioner	
Advisor / Facilitator	
Fire Keeper / Helper	
Drum Group	
Travel per diem (more than 50 km)	
Total of Payment	\$

GL – Account # \_\_\_\_\_

Prepared by: \_\_\_\_\_

Verified by Program Manager: \_\_\_\_\_

Finance Approval by: \_\_\_\_\_

Appendix "C"

**TRAVEL & EXPENSE RATES**

*Travel rates are only applied when overnight arrangements are required.*

Accommodations (must be accompanied by a hotel receipt)	max.	\$125.00/night
Private Accommodations		\$13.50/night
Mileage for one vehicle		21 cents/km

**Meal Rates:**

Breakfast	\$10.00
Lunch	\$11.00
Dinner	\$27.00