



Making a difference...together

CAPITAL REGIONAL DISTRICT

CORPORATE POLICY

Policy Type	Administrative		
Section			
Title	FIRST NATIONS HONORARIUM POLICY		
Adopted Date		Policy Number	ADM84
Last Amended			
Policy Owner	First Nations Relations Division		

1. POLICY:

This policy provides honorarium protocol for CRD staff when engaging First Nation individuals, who are not employees of the CRD, for cultural events and traditional knowledge sharing. For information related to remuneration for committee membership by First Nations, refer to the Board Remuneration and Travel Expense Reimbursement policy.

2. PURPOSE:

This policy supports the CRD's commitment to Reconciliation and its efforts to follow the Truth and Reconciliation Commission's calls to action and the United Nations Declaration on the Rights of Indigenous peoples. In order to build relationships and include Indigenous voices in its process the CRD may ask First Nation members to be a part of activities and events related to CRD operations. It is customary and appropriate to demonstrate respect to those who are asked for their time by offering an honorarium. An organization-wide policy that guides staff is needed to support the CRD's ongoing relationship building efforts with First Nations.

3. SCOPE:

The policy applies to CRD, CRHC and CRHD staff when engaging First Nations or their appointees (who are not employees of the CRD) where an honorarium is appropriate such as blessings, welcomes, presentations, cultural work or CRD engagement. This list is not exhaustive. This policy does not apply to a situation where First Nations are engaged in a contract with the CRD or are representatives on Board Committees or commissions.

4. DEFINITIONS

HONORARIUM: An expression of recognition in the form of remuneration to a member of a First Nation providing a voluntary service to the CRD. It is intended as a gesture of respect and gratitude to show CRD's appreciation for the work. It is typically a nominal payment made on a special or non-routine basis to an individual who is not an employee of the respective First Nation. An honorarium is not a fee for service arrangement.

CULTURAL WORK: Works or activities performed by First Nations that is connected to Indigenous culture or protocol.

NON-CASH GIFTS: An expression of recognition and thanks to an Elder or knowledge keeper. First Nations cultural protocol often includes gift giving as a way to show respect. Example of non-cash gifts would include scarves, coffee, tea, tobacco, glassware, and plant seeds. Please note that gift cards are

considered near-cash gifts and should not be used. Non-cash gifts provided to an individual should not exceed \$500 in fair market value in a calendar year. It is the responsibility of First Nations Relations staff to track non-cash gifts provided and notify payroll in the event that non-cash gifts exceed this dollar threshold.

4. PROCEDURE:

1. Connect with First Nations Relations staff regarding outreach activities to local Nations to coordinate outreach efforts across the organization.

2. Receive direction from First Nations contact on who to work with and what is appropriate for honorarium. In some cases, this work has already been done by First Nations Relations Division staff. A guideline for honorarium levels will be maintained by the First Nations Relations Division, however expectations can differ between communities and depending on the work undertaken.

3. It is the responsibility of First Nations Relations staff to track non-employee honoraria paid to First Nations, in accordance with subsections (a) and (b):

(a) If honorarium is not expected to exceed \$500 the payment can be made through the cheque requisition process managed by Accounts Payable;

(b) If the total honoraria to a First Nations individual is expected to exceed \$500 in the calendar year, the CRD is required to issue a T4A to that individual. In this case, First Nations Relations Division staff will contact Payroll to ensure that honoraria is paid through payroll and tax implications are reviewed.

4. If the participant is eligible for travel compensation, the CRD will only provide mileage compensation at a rate that is consistent with established CRD mileage reimbursement rates.

5. If this is a new relationship with an Elder, or if the Elder is giving a blessing or a welcome at a public event, it is customary to also give a non-cash gift to honour that person for their time and for the words they had to share. First Nations Relations staff will offer advice on appropriate non-cash gifts.

6. Staff shall submit approved cheque requisition forms to Accounts Payables at least 2 weeks in advance to ensure a cheque is available at the time of the work. This is especially important for cultural work from Elders where it is respectful protocol to give the honorarium at the time of the event.

7. Attendance by Elders or other community leaders can occur unplanned. It is encouraged that CRD staff be prepared to honour their attendance. The First Nations Relations Division is able to offer support in the way of petty cash or non-cash gifts on hand. If petty cash is used, staff must ensure all Corporate Guidelines for petty cash are followed.

6. SCHEDULE:

A. REQUEST FOR HONORARIUM PAYMENT

7. AMENDMENT(S):

Adoption Date	Description:
None	<i>(Brief description of adoption conditions – ELT, Board, CAO)</i>

8. REVIEW(S)

2022	Description: To review if amounts and protocols are still appropriate
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9. RELATED POLICY, PROCEDURE OR GUIDELINE:

**SCHEDULE A
REQUEST FOR HONORARIUM PAYMENT (*For Finance*)**

Event Name: _____

Date of Event: _____

***AP must receive this form completed and approved 2 weeks prior to the event date.**

Describe the event, including rationale for Honorarium amount:

Honorarium Recipient Name:

Address: _____

Honorarium amount: _____ **GL:** _____ **Cost Center:** _____

Mileage amount: _____ **GL:** _____ **Cost Center:** _____

Total: _____

***If total amount is \$500 or greater in a calendar year, the recipient must complete both a Provincial and Federal TD1 form. Please attach and forward the completed TD1 forms with this form to the Payroll Department for processing. Off-cycle pay runs will not be made for these requests – see Payroll Calendar on CRD Central for payroll pay dates.**

SIN: _____ (only complete SIN if total honorarium is \$500 or greater)

Prepared by (staff): _____

Approved by (Manager): _____