

HONORARIUMS

Objective:

To guide the process for equitable distribution of honorarium payments to individuals who are invited to attend meetings or provide input regarding WMFN interests.

Application and Scope:

WMFN Band Members, Community Members, Non-Community Members, Regular and Casual Employees, Elders, Chief & Council.

Eligible Recipients:

Honorariums may be offered to individuals who are invited to attend meetings or provide input regarding WMFN interests according to the procedures within this policy.

WMFN Employees and Chief & Council are not eligible to receive honorariums for work completed during regular hours of work. Any third party honorariums provided for this work must be submitted directly to WMFN Finance Department.

Whenever possible, opportunities for meeting attendance or input will be distributed among eligible recipients. Maximum positive impact on WMFN interests will be the primary criteria when determining eligible attendees.

Policy:

Honorarium payments are subject to availability and shall be guided by the WMFN Honorarium Rate Sheet.

Any person participating in a meeting or event where an honorarium is being offered, is required to participate and attend the meeting/event in its entirety. Should this requirement not be met, the individual will not be eligible to receive an honorarium.

Third Party Honoraria:

Where a third party is offering an honorarium to attend or provide input on WMFN interests, a minimum of the WMFN Honorarium Rate will be requested (See WMFN Honorarium Rate Sheet).

Where participation is beneficial to WMFN but the third party honorarium is less than the WMFN Honorarium Rate, WMFN will (subject to available funding) meet the standard rates outlined in the WMFN Honorarium Rate Sheet.

Third party, honorariums provided for WMFN employees and Chief and Council to attend an event during regular hours of work must be submitted directly to the Finance Department.

Procedure:

a) Honorarium Approval:

- A request to invite an individual to attend a meeting or provide input regarding WMFN interests shall be submitted to the Department Manager/Supervisor.
- Honorarium requests shall be forwarded to the Director of Operations for decision/approval.
- Director of Operations decision will be communicated to Department Manager/Supervisor within 5 (five) days of receipt of request. A copy of this decision will be forwarded to the Finance Department.

b) Honorarium Eligibility:

- Honorariums may be offered to individuals who have been invited to attend the following:
 - 1) an external meeting on behalf of WMFN.
 - 2) an internal WMFN meeting (Band, Community, or Public)
 - 3) a WMFN Committee meeting.
- Individuals who are offered an honorarium to attend a meeting may be invited through the following processes (but not limited to):
 - 1) Chief and Council, Director of Operations, or department may request that a specific individual attend a meeting on WMFN's behalf. (Any potential conflict of interest regarding selection of eligible participants must be disclosed.)
 - 2) Third Parties may request attendance at a meeting or event. These requests should be submitted to the Department Manager/Supervisor.
 - 3) If a meeting is open to Band Members, Community Members and/or to the public, the sponsoring department will predetermine who will be eligible to receive an honorarium. Meeting advertisements or invitations will state who can attend the meeting and who is eligible for honorarium.
- Any person participating in a meeting or event where an honorarium is being offered, is required to participate and attend the meeting/event in its entirety. Should this requirement not be met, the individual will not be eligible to receive an honorarium.

c) Honorarium Payment:

- WMFN Honorarium Request Forms shall be completed and signed by the Department Manager/Supervisor and approved by the Director of Operations
- Approved Honorarium requests shall be submitted to the WMFN Finance department prior to the event.
- Honorarium payments will be processed and released upon confirmation of attendance and participation. Honorariums and expense advances (when available) will be paid on separate cheques.
- Payment for honoraria will be charged to the respective department budget.

HONOURARIUM RATE SHEET

**PLEASE CONTACT WMFN FINANCE DEPARTMENT
FOR RATE INFORMATION**

Interview Session: A face-to-face meeting where information of a specific nature is required or gathered.	\$ /Hour
Meeting or Advisory Session: Individual is requested to attend a meeting or event where a specific expertise is required.	Elders: Half Day* - \$ Full Day** - \$ Non Elders: Half Day - \$ Full Day - \$
Special Event: (Subject to available funding.) Volunteers at community events, participation in other events or gatherings.	\$ /Day

*Half Day = .5-4 Hours

**Full Day = 4+ Hours

REVIEWED & RECOMMENDED

Dated this 13 day of April, 2016

APPROVED BY:

Chief Roland Willson

Councillor Laura Webb

Councillor Patricia Brown

Councillor Dean Dokkie

Councillor Clarence Willson