



WEST MOBERLY FIRST NATIONS

HONORARIUM POLICY

Adopted:	April 13, 2016
Amended:	March 17, 2021
	September 17, 2024

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. This policy does not apply to WMFN Land Use Department honorariums.

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 funding 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 Honorariums:

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) provide additional funding to 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.

Honorariums for Board Appointments:

Where a person is appointed to represent WMFN interests on the board of directors of an entity associated with WMFN, WMFN may provide honorariums to that person for the time spent preparing for and attending the board meeting(s), if remuneration is not provided by the entity independently. If remuneration provided by the entity is less than the WMFN Honorarium Rate, WMFN will (subject to available funding) provide additional funding to meet the standard rates outlined in the WMFN Honorarium Rate Sheet.

Honorariums provided by third parties to WMFN Employees and Chief and Council to prepare for or attend board meetings 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.
- A request to pay an individual appointed to the board of directors of an entity associated with WMFN shall be submitted to Council for decision/approval. 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, including a meeting of a board of directors for an entity associated with WMFN, where the individual has been appointed by 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 or be appointed to a board of directors 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.
- A person appointed to the board of directors of a WMFN related entity is not eligible to receive honorariums if the entity is registered as a charity or if the bylaws or articles of the entity do not allow such honorariums.

c) Honorarium Payment:

- WMFN Honorarium Request Forms shall be completed and signed by the Department Manager/Supervisor and approved by the Director of Operations. In the case of a board appointment, the Honorarium Request form shall be submitted to Council for approval.
- 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 honorariums will be charged to the respective department budget.

HONORARIUM RATE SHEET

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

<p>Interview Session: A face-to-face or virtual meeting where information of a specific nature is required or gathered.</p>	<p>\$/Hour</p>
<p>Meeting or Advisory Session: Individual is requested to attend a meeting or event where a specific expertise is required.</p>	<p>Elders: Half Day* - \$ Full Day** - \$</p> <p>Non Elders: Half Day - \$ Full Day - \$</p>
<p>Board Meeting Appointments: Individual is appointed to the board of directors of a WMFN related entity to represent WMFN interests.</p>	<p>Preparation and follow-up: \$/Meeting</p> <p>Meeting attendance: Half Day* - \$ Full Day** - \$</p>
<p>Special Event: (Subject to available funding.) Volunteers at community events, participation in other events or gatherings.</p>	<p>Elders: Half Day* - \$ Full Day** - \$</p> <p>Non Elders: Half Day - \$ Full Day - \$</p>

*Half Day = .5-4 Hours

**Full Day = 4-8 Hours

**Meetings/events in excess of 8 hours = 1.5 days

For WMFN Land Use Department Honorarium rates please contact the WMFN Land Use Department.

REVIEWED & RECOMMENDED

This WMFN Honorarium Policy has been reviewed and approved by a quorum of Council on [April 13, 2016], coming into force on [April 13, 2016]:

Councillor: Patricia Brown

Councillor: Dean Dokkie

Councillor: Laura Webb

Councillor: Clarence Willson

This policy has been reviewed and amended by a quorum of Council:	March 17, 2021
	September 17, 2024 – add board appointments