

HONORARIUM PAYMENT POLICY



Purpose

This policy provides an organizational standard for Honoraria to ensure there is a consistent approach for when the City offers Honoraria and the amount of the Honoraria.

This policy provides protocols which are consistent and culturally appropriate for Indigenous People and equity-denied groups when offering Honoraria.

Scope

This policy applies to non-employees who provide services to Britannia

POLICY STATEMENTS

1. Characteristics of Honoraria:

Under the terms of this policy, Honoraria have the following key characteristics:

- a. Honoraria are of nominal value.
 - For the purposes of Honoraria, Britannia interprets nominal value as amounts up to \$500. Honoraria exceeding \$500 in value must first be approved by the Executive Director or Manager of Administrative Services.
- b. Honoraria are given to an individual.
 - Honoraria are not given to a business, organization or individuals representing an organization.
- c. Honoraria are not reflective of the financial worth of the work done.
 - Honoraria are not the equivalent of a professional charge/fee, but are a part of a Gift of Gratitude, with a nominal value.
- d. Honoraria are not negotiated.
 - The giving of, or amount of, Honoraria are not negotiated with a recipient.
- e. Honoraria are given on one-time or non-routine basis.
 - Honoraria are not appropriate for routine engagements.
- f. Honoraria are not given to Britannia volunteers
 - Britannia volunteers are unpaid and do not receive any form of monetary or value-based compensation
- g. Honoraria are not given to Britannia staff
 - Britannia staff performing cultural work for Britannia may receive non-financial recognition, such as a Handshake at the event.

2. Approving Authority

- a. All Honoraria must be approved by the applicable department's Manager;
- b. Honoraria exceeding \$500 in value must also be approved by the Manager of Administrative Services.

3. Method and Timing

Recognizing the personal and administrative implications of collecting Social Insurance Numbers (SINs) from honoraria recipients, particularly Indigenous people. And considering the extent of Britannia's obligations to collect such information for purposes of income taxes, Britannia does not request SIN's from any Honoraria recipients

It is acceptable to advise recipients in advance that an Honorarium will be given and to notify them of the amount and that any tax implication are their own responsibility.

When providing honorariums to a recipient, Britannia staff should always endeavour to use appropriate language that is consistent with cultural protocols. For example, when providing an honorarium to an indigenous partner, it is best to reference the City of Vancouver's [Indigenous Engagement Protocols and Writing Guide](#).

4. Recognition and Handshakes

Britannia staff should make reasonable efforts to distinguish between the giving of Honoraria and the recognition of the service given.

Britannia should ensure that all individuals receiving Honoraria are recognized during the event. This recognition can take many forms including a handshake. Handshake ceremonies are a form of recognition practices by many Indigenous groups and Britannia staff are encouraged to offer this approach to all recipients of Honoraria.

5. Summary of Responsibilities

Departments are responsible for:

- a. Understanding what does or does not constitute an Honorarium.
- b. Notifying the recipient, prior to the event, that they will be receiving an Honorarium.
- c. Completing and submitting the Honorarium request form to the Manager of Administrative Services/Accounting.

The Manager of Administrative Services/Accounting is responsible for:

- a. Providing guidance on the appropriate application of this policy.
- b. Reviewing submitted Honorarium requests for completeness and processing the Honorarium.
- c. Reviewing Honoraria for accuracy and appropriateness and following-up and resolving any issues as required.
- d. Issuing the Honorarium.
- e. Maintaining this policy and procedures related to this policy.

6. Examples of what is and what is not classified as Honoraria

Situations which are classified as Honoraria:

- a. Elders and Indigenous Knowledge Keepers providing their Knowledge or lived experience.
- b. Guest speaker or presenter at an event or other similar function.
- c. Community members engaged in a one-off community engagement.
- d. Individuals participating in one-off in-depth dialogue-based engagements.
- e. Community members providing services such as outreach, presentation, facilitation, note-taking, Elder support.

Situations which are not classified as Honoraria:

- a. Amounts that are not of nominal value.
- b. Reimbursement of expenses (food, hotel, travel etc.)
- c. Situations in which a contractor is performing services at a commercial or market rate or where there is a legal obligation for Britannia to pay for the services rendered.
- d. Payments to individuals who are charging a fee requested or set by them.
- e. Payments to organizations.
- f. Britannia staff performing cultural work for Britannia.

- g. Situations where a per hour amount is used and the amount provided is reflective of the number of hours provided.
- h. Britannia volunteers, who offer time, energy and skills of their own free will and without compensation.