



MRFA
MOUNT ROYAL
FACULTY ASSOCIATION

Honourarium Policy

Category:

Payments

Date last Revised:

October 28, 2022

I. Overview

In the course of regular Association business an individual may contribute their time and/or expertise to support Association initiatives. This policy outlines the process by which these individuals may be compensated for these contributions to the Association.

II. Authority

The President, the Executive Board, or MRFA Standing Committees, by motion, may authorize expenditures from their approved budgets in recognition of contributions made by individuals to facilitate MRFA events.

III. Eligibility

This policy shall normally apply to providing honoraria for Contract faculty and individuals external to the Association. With the exception of Senior Lecturers, this policy shall not normally apply to full time and permanent faculty for whom service is part of regular workload.

IV. Rates

All such payments shall be considered honoraria and shall be made in accordance with the following formula (\$100 per hour of session facilitation) which is based on SICH calculations and the upper end of the Contract Faculty Grid.

V. Process

Following approval, the applicable committee shall confirm payment arrangements with the recipient and, then, inform the Senior Administrative and Faculty Relations Officer of all relevant details to facilitate payment processing.

VI. Exceptions and Limitations

- Honouraria and gifts provided for Indigenous guests sharing Indigenous Ways of Knowing, Doing and Being shall be in accordance with Appendix I
- Payments made to individuals beyond the \$100 limit shall require prior approval by the Executive Board.
- Contract Faculty members receiving an honorarium under this policy shall not be eligible to receive a Contract Service Honorarium for the same event.

Appendix I. Indigenous Honorarium Guidelines

Principles

Honoraria should not be viewed as a payment for service, but as a way of honoring the sharing of Traditional Knowledge and practices (Indigenous Ways of Knowing, Doing and Being). Honorarium can be issued out of petty cash, with a cheque, or gift card . The honoraria is offered privately between the Indigenous individual and the person that offered cultural protocol.

Incidental Expenses or Travel Reimbursement

If engagement of an Indigenous individual requires travel, it is appropriate for the institution to provide remuneration for these expenses. These expenses can include but are not limited to: kilometer rate, meals (allowance rate), parking and accommodations. Normally, reimbursement is processed by using the Non- Employee Reimbursement Form. However, in certain circumstances, it is allowable to use the Indigenous Honoraria form if travel costs only include mileage and/or meal allowances.

Gifts of Appreciation

(e.g. cultural gifts such as blankets, fabric, baskets, artwork) are often, but not always, publicly given after the Knowledge is shared. Gifts of appreciation shall not normally exceed \$100.

Recommended Honorarium

The amounts indicated below are a recommendation only; consideration is based on budgetary requirements of the activity and/or committee and what is deemed meaningful in each situation.

Elders and Traditional Knowledge Keepers (events such as opening prayer, guidance, Tipi teachings and setup and/or closing prayer).

- 0 - 1 hour: \$150 / person
- 1 - 4 hours: \$300
- Greater than 4 hours: \$500
- Half-day: \$150 - \$300 (0-4 hours)
 - Some Elders and Traditional Knowledge Keepers have their own helpers or attendants. If the Elder or knowledge keeper has their own attendants/helper they should be provided with an honourarium as well. If the Elder or Knowledge Keeper does not have their own helpers or attendants then the organizing committee/individual needs to ensure there is someone to graciously host and support the Elder while engaged in the activity.

Cultural Artist (activities such as storytelling, sewing, beading, tufting, drum making and quilling)

- Half-day \$150 - \$300 - plus supplies (0-4 hours)

Master of ceremonies (facilitator)

- Half-day \$150 - \$300 (0-4 hours)

Traditional Performers

- Traditional dancer - Half-day \$150 (0-4 hours) / person
- Traditional singer - Half-day \$150 (0-4 hours) / person
- Host drum - Half-day (includes multiple drummers) \$1,500 - \$2,000 (0-4 hours)
- Hand Drum (one traditional drummer) - Half-day \$50 - \$150 (0-4 hours)
- Métis Jiggers Half-day \$150 (0-4 hours) / person
- Fiddlers Half-day \$150 (0-4 hours) / person