



IDEA Advisory Network Policy

Category:	Operational Policy
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Policy Sponsor:	EDI Officer

I. Overview

The IDEA Advisory Network (IAN) serves to maintain a critical link between the Association and its equity-deserving groups. The IAN's role is to guide, advise, and liaise with MRFA Committees and Officers on issues of inclusion, diversity, equity, and accessibility (IDEA).

The IAN operates as an advisory resource to the MRFA to advance progress on IDEA issues by advising on ways for the MRFA to

- Increase historically excluded members' engagement with the Association and representation on its Committees and Executive.
- Create, implement, and support inclusive, diverse, and equitable Association systems and structures.
- Strengthen the Association's working environment to prioritize safety for its members and staff.
- Build members' capacity to develop and implement EDIA in the Association and across MRU, especially as it impacts MRFA members.

II. Activities and Request Process

The IAN shall function exclusively in an advisory and consultative role on request. Members are contacted individually or in small groups for specific, targeted input.

A. Areas of Advice

The IAN shall be available to advise the MRFA Executive Board and its Committees on the following specific activities:

- Identify and advise the MRFA Executive on emergent and/or systemic EDIA issues at MRU.
- Advise the Negotiations Officer of potential additions or amendments to the Collective Agreement on issues pertaining to EDIA.
- Consider and/or advise on relevant policies, procedures, activities, and events that are provided by the MRFA Executive Board or by a Committee/Officer.

B. Advice Request Process

1. **Request Initiation:** Advisory requests must be submitted by the MRFA Executive Board, the President, Negotiations Officer, or the Equity, Diversity, Inclusion, and Accessibility Officer (or their designates). Committees seeking advice from the network must submit these requests to the Executive Board for prior approval.
2. **Scope of Request:** Requests shall be discrete and specific, detailing the issue, the required advice, and the requested timeline for response.
3. **Member Selection:** The initiating Officer shall contact IAN members who best represent the group(s) relevant to the specific topic for input.

III. Meetings

The IAN does not meet regularly and is not a standing committee:

- The method of engagement is through written advisory requests.

- Meetings shall only be convened in exceptional circumstances to address urgent or highly complex matters, as called by the MRFA President or the Equity, Diversity, Inclusion, and Accessibility Officer.
- Meetings which are called at the discretion of the members of the network shall not be eligible for compensation.

IV. Membership

The IAN shall normally include a minimum of 7 members appointed by the Executive Board. The appointed members shall represent the following equity-deserving groups:

- Gender and sexual diverse individuals.
- Indigenous individuals.
- Individuals with disabilities.
- Neurodivergent individuals.
- Racialized individuals (including Non-dominant racial groups).
- Refugees and new immigrants.
- Women.

Members will be appointed by the Executive Board, and candidates should indicate in their nomination statement how they will be able to represent one of the listed equity-deserving groups. Appointments shall be made for up to 5 years with the provision that appointed members may remove their names from the network at any time.

V. Compensation

Since IAN members are providing specialized, targeted advice outside of the regular committee structure, they shall be compensated for their time and expertise in responding to formal advisory requests.

- **Compensation Basis:** IAN members, and members serving in an advisory capacity to an IAN member, shall be eligible for an **honorarium** for providing advice in response to a formal request issued via the Request Protocol (Section II.B).
- **Funding:** Compensation shall be disbursed from the MRFA's IDEA Advisory Network Fund. The balance of this fund shall be reviewed by the Audit and Finance Committee annually.

Appendix A: IAN Financial Guidelines

These guidelines govern the allocation and disbursement of honoraria for members of the IDEA Advisory Network (IAN).

I. IDEA Advisory Network Fund

- A. **Purpose:** The IDEA Advisory Network Fund is established to compensate IAN members for their time, expertise, and labour in responding to specific advisory requests related to IDEA issues within the Association.
- B. **Budget:** The MRFA Audit and Finance Committee shall review and allocate a budget for the IDEA Advisory Network Fund annually

II. Honorarium Rate and Calculation

- A. **Hourly Rate:** The standard honorarium rate for advisory time shall be **\$100 per hour**, prorated for any portion thereof, or an equivalent rate determined annually by the MRFA Executive Board.
- B. **Compensable Time:** Compensable time includes the actual time spent reviewing the advisory request, conducting necessary internal consultation/reflection, and drafting the formal response/advice submitted to the requesting officer/committee.

III. Annual Honorarium Cap

- A. **Individual Cap:** Each appointed IAN member shall be eligible for a maximum cumulative annual honorarium of \$500.00.
- B. **Compensation Limit:** Once an individual member reaches the annual cap, any subsequent advisory service provided within that fiscal year shall be considered voluntary service, and no further honorarium shall be issued.

IV. Submission and Approval Protocol

- A. **Submission:** IAN members must submit an [Honorarium Request Form](#) to the MRFA Administrative Specialist for each completed advisory request. The form must clearly detail
 - i. The advisory request reference number or description.
 - ii. The date(s) the work was performed.
 - iii. The total time claimed, rounded to the nearest 15-minute increment.
 - iv. The total honorarium amount calculated.
- B. **Approval:** The Honorarium Request Form must be approved by the Officer who initiated the advisory request (e.g., President, EDIA Officer, or Negotiations Officer) before being processed for payment.