



# KWANLIN DÜN FIRST NATION HONORARIA FOR CULTURAL SERVICES POLICY

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| <b>Initial Approval Date:</b> 2022-02-02                   | <b>Revised Date:</b>                 |
| <b>Legislative Authority:</b> Financial Administration Act | <b>Policy Authority:</b> OIC-2022-04 |
| <b>Administrative Authority:</b> Finance                   |                                      |

## POLICY STATEMENT

KDFN values knowledge keeping and spiritual and cultural ceremonies as a unique aspect of its business.

Generally, KDFN will acknowledge the spiritual and cultural contribution of individuals through contracts for service or employment, yet it recognizes that there are circumstances where agreeing upon a price through contracts for service or employment is not expected or is inappropriate. An honorarium may be used for departments to show gratitude in such situations.

## PURPOSE

1. The policy guides KDFN's use of an honorarium as acknowledgement for knowledge keeping and provision of spiritual and cultural ceremonies outside of contracts and employment.

## SCOPE

2. This policy applies to:
  - a. situations where an individual provides knowledge keeping, or spiritual and cultural ceremonies for KDFN and where there is no contract respecting the provision of those services; and
  - b. individuals who provide knowledge keeping, and spiritual ceremonies and rituals for KDFN.

### **WHEN AN HONORARIUM MAY BE PAID**

3. KDFN shall not pay an honorarium under this policy except where service is provided for a single, short term, or rare occurrence, or where it would be inappropriate to arrange for payment through a contract for services or employment.
4. KDFN will not be liable to pay an honorarium to an individual for a service unless a department has decided to pay an honorarium for that service, which decision may be made before or after the provision of that service.
5. Individuals acting in their capacity as an employee of KDFN are not eligible to receive an honorarium under this policy.
6. Members of the Council are not eligible to receive an honorarium under this policy.

### ***Knowledge Keeping***

7. A department may decide to pay an honorarium under this policy to an individual who assists KDFN, at its request, in giving substance to and sustaining its community, culture, traditions, and history, such as by:
  - sharing traditional skills and activities;
  - sharing knowledge, wisdom, and history;
  - offering prayers at community gatherings; or
  - performing, such as singing, dancing, or drumming, at community gatherings.

### ***Cultural and Spiritual Ceremonies***

8. A department may decide to pay an honorarium under this policy to individuals who, at KDFN's request, guide ceremonies for the purpose of celebration, healing, and spiritual, cultural, and community expression, which can include activities such as:
  - Smudges
  - Sweats
  - Fire ceremonies
  - Sacred fires
  - Letter burning
  - Pipe ceremonies
  - Prayer ceremonies/circles
  - Water ceremonies
  - Coming of age ceremonies
  - First hunt ceremonies

### ***Preparation, Administration, and Travel Time***

9. A department may decide to pay an honorarium under this policy for time spent on preparation, administration, and travel in order to provide services under sections 7 and 8, at the discretion of the department requesting the service.
10. This policy does not apply to reimbursement of expenses, including but not limited to materials, supplies, fuel, and use of personal vehicles or equipment.

## **RATES**

11. Where a department has decided to pay an honorarium under this policy, KDFN will pay that honorarium under this policy in accordance with the rate schedule appended to this policy.

### ***Premium Rate for Ceremonies***

12. A department may pay a supplementary honorarium rate as specified in the rate schedule to an individual for cultural and spiritual ceremonies if:
  - a. the individual has agreed to provide services on short notice, meaning within approximately 24 hours of the request;
  - b. the individual provides service in critical, sensitive, or emotional situations, such as those involving trauma, grief, or conflict; or
  - c. the individual provides service of an extraordinary nature, or in extraordinary circumstances, as determined by the KDFN department requesting the service.

## **GIFTS**

13. If a department determines that neither a contract for service, nor employment, nor a monetary honorarium is appropriate in the circumstances, the Department may choose to give a gift of goods to the individual. In such instances the gift:
  - a. shall be no greater in fair market value than the department would have provided in monetary honorarium under this policy; and
  - b. shall not be a near-cash item, meaning an item that can be easily converted to cash, such as gift certificates or precious metals.
14. A department may choose to supplement an honorarium with a non-monetary gift of negligible value.

## **HONORARIA PAYMENT**

15. Where a department has decided to pay an honorarium for services, excluding time spent on preparation, administration, and travel, KDFN will pay:
  - a. a minimum of two hours at the hourly rate for each calendar day.
  - b. the hourly rate for time spent greater than two hours in a calendar day, rounded up to the nearest half hour.
  - c. a maximum of the full day rate for any calendar day.
16. Where a department has decided to pay an honorarium for time spent on preparation, administration, and travel, KDFN will pay:
  - a. the hourly rate according to the rate schedule for cumulative time spent on these items, rounded up to the nearest half hour.

- b. a maximum of the full day rate for any calendar day.
- 17. KDFN will pay an honorarium through its established payroll system in accordance with any applicable policies, and make deductions as required by any applicable legislation.
- 18. KDFN may deduct payments from an honorarium for an individual who owes money to KDFN.

**Related Policies**

Financial Policy and Procedure Manual

Honoraria for Boards, Committees, and Working Groups Policy

Honoraria for Volunteers Policy

Personnel Policy and Procedure Manual

**APPENDIX A: CULTURAL SERVICES HONORARIA RATE SCHEDULE**

|                      | <b>Standard Rate</b> | <b>Premium Rate for Cultural and Spiritual Ceremonies</b> |
|----------------------|----------------------|---|
| <b>Hourly rate</b>   | \$35.00              | Up to \$70.00   |
| <b>Full Day rate</b> | \$280.00             | Up to \$560.00  |