

# Guideline for Honorariums for Indigenous Elders and Knowledge Holders

## Step one: Things to consider:

### Cheque/Direct Deposit or Cash

Cheque or direct deposit are more secure methods of distribution, and it is recommended when making higher dollar honorarium amounts.

The Cash option will have a faster turnaround time in obtaining the honorarium amount.

Cultural protocols should be taken into account when considering what option to use.

### Regulatory requirements

Payees will be issued a T4A for cumulative annual payments of more than \$500 and the payee's SIN number may need to be collected to comply with CRA regulations.

The honorarium amount is not taxable if the event or service being provided is on a reserve or if delivered virtually from a reserve by Elders that have a status number.

## Step two: Determine the appropriate Form to use and process to follow:

### Cash

If the honorarium is to be presented in cash, please complete the form: **Indigenous Elders, Knowledge Keepers and Community Members Cash Honorarium** (*complete sections 1-4*). Please refer to the notes section of the form for a more detailed list of steps to complete.

- Within Prince George, complete sections 1-4 of the form and connect and contact one of the holders of the process:
  - o At the Prince George campus you can connect with any of the Administrative Coordinators within the Faculties.
  - o The Office of Research and Innovation (ORI) is also supporting the process for all the Research Institutes at UNBC
  - o If you are in one of our campuses outside of Prince George, please see one of the Student Success Coordinators at those campuses.

- It is suggested that you touch base with the holders of the process at least 2-3 weeks prior to the event.
- Please note that cash can only be used to cover the honorarium amount for the event in question. All other expenses should go through the regular procurement process.
- If there are plans for a big event with a large number of honorariums, an additional weeks' notice to ensure timely provision of the honorariums is required.
- Once the cash is provided and the Disbursement Section (section 5b) of the form is completed, the holder of the process will keep a copy of the form and you will be returned the original form.
- Once the event occurs and the honorarium is provided – please complete the Honorarium Confirmation section (Section 5c) of the original form. This section can be completed by the recipient receiving the honorarium, another UNBC employee that is in attendance, or the requestor could sign if the other two options are not available.
- The original form is then returned to the holder of the process that provided the honorarium.
  - If for some reason the honorarium was not provided; please indicate as such in the comments section of the original form (section 5c) and return the original form and the cash provided to the holder of the process that provided the initial cash disbursement.
- At this point the financial transaction has been completed but it may be another couple of weeks before that transaction is seen in FAST due to the reconciliation process of the Indigenous Honorarium fund and data entry into FAST
  - In the event the honorarium was not provided, and the cash was returned to the original holder of the process, no transaction will be recorded in FAST.

## Cheque/Direct Deposit

If the honorarium is to be presented by cheque or direct deposit, please complete the **Indigenous Elders, Knowledge Keepers and Community Members Honorarium Cheque/Direct Deposit**.

- The completed form and any attachments to be included with a cheque are sent to Accounts Payable, a minimum of 3 weeks before it is required.
- On section 5 of the form, you have 3 options for delivery:
  - Pick up by the requester – Accounts Payable will notify you when the cheque is printed and available for pickup.
  - Mail out to the payee – using the address that was on the form and attachments will be included if you provided them with the original form.
  - If the Honorarium recipient would like the amount to go directly to a bank account, please have them complete (one time only) the **Direct Deposit Authorization** form and submit the form to Accounts Payable. After that

has been processed, indicate a direct deposit on this form and the honorarium will go directly to that bank account.

## Respectful relationships with Indigenous community members

When planning for an Indigenous community member to participate in an event, the above sections covered the honorarium distribution options & process, but other considerations should be considered:

### **Finding the Appropriate Elder and Extending the Invitation**

Elders are experts, but this does not mean they are comfortable speaking on all topics or leading/participating in all ceremonies. For a list of services/activities and suggested honoraria, please visit the [Office of Indigenous website](#).

### **Honorarium and Gifts**

UNBC has set the minimum value of any Indigenous Honoraria at \$150. Providing a small gift and a Thank You card is also appropriate for most activities. Please note it is not appropriate to ask an Elder what they expect for gifts or honorarium value; this is considered disrespectful.

Honoraria, gifts, and Thank You cards should be presented to the Indigenous member at the event/activity.