

FP-16: HONORARIA AND RELATED EXPENSES

16.1 POLICY STATEMENT AND RATIONALE

An honorarium is a voluntary payment made to a person, as opposed to a business, for services for which fees are not legally or traditionally required. An honorarium is typically used in appreciation of services but also may be used to help cover costs for volunteers or guest speakers. If a speaker/participant is hired under contract, they do not fall under the guidelines for Honoraria. The purpose of this policy is to provide a consistent application of the framework and guidelines when offering an Honorarium.

16.2 POLICY DETAILS

At First Unitarian Congregation of Ottawa, monetary honoraria may range from \$100-\$350 CAD (or more, see Authorities following) depending on status of the individual and duration or difficulty of the service provided. Honoraria expectations need to be established before an event. Where Honorarium payments may be considered by CRA as taxable income, T4A slips may be issued at year-end. Please consult the Finance and HR Manager for more information. Factors for consideration in paying honoraria:

- Individuals of similar professions, specialties, and types of organizations should generally get the same amount.
- Honoraria for Ministers will follow UU Minister Association guidelines.
- With groups, a group rate should be negotiated that is less than the sum of individual honoraria for all members.
- Anticipated ongoing meetings should have agreement on expectations for compensation.
- Alternative or additional types of honoraria might include:
 - A gift (e.g. tobacco) for indigenous persons or funds raised from an audience directed toward the guest's affiliated charity or charity of choice. See Indigenous Protocols guidelines (addendum) as needed.
 - Purchase of guest's books/ paintings, etc. in general, or from a specific location if the item there is special for some reason i.e. not promoting the location but the item.
 - Free –will donation at an in-person event for the church and/or to the registered charity associated with the guest.
- Monies collected at First Unitarian Congregation of Ottawa events are to follow First Unitarian Congregation of Ottawa protocols (consult the Finance and HR Manager with questions). First Unitarian Congregation of Ottawa will assist with collecting monies to be directed to registered charities. In all other instances, the First Unitarian Congregation of Ottawa organizer may permit the provision of an email or address for participants who wish to individually donate to an organization.
- For guests coming from outside the greater Ottawa area, some travel expenses may be covered (See 6-11 below under Process).

16.3 PROCESS

1. Determine the budget prior to an invitation, whether in one budget line or shared with others. Consult the SJAN (Social Justice Action Network) Finance Officer or First Unitarian Congregation of Ottawa Finance and HR Manager about what special funds may be available to cover a specific speaker's topic (e.g. Holtom lecture). They may also be consulted for the procedures for other forms of compensation.
2. Ensure that the invitee and topic meet First Unitarian Congregation of Ottawa's Public Policy, Dialogue & Development Activities (PPDDA) Policy & CRA limitations for charities. The Finance and HR Manager may assist with questions.
3. Identify one person as the main contact person for all aspects of the engagement from travel arrangements, to meeting them at the site of the engagement, to payment. This contact person is to inform the Finance and HR Manager, via the SJAN Finance Officer, of all financial activities or

expectations. If multiple people need to be involved, the main contact should advise the invitee of the different people and why.

4. Determine with the invitee early in the conversation what the honorarium and other expenses (e.g. travel) reimbursement will be, including if the invitee has specific fees or payment guidelines. To ensure mutual understanding and in case the amount is taxable, it is advised to have a written record, using a claim form signed by the invitee and the authorizing person. This would be dated and submitted to the Finance and HR Manager via the SJAN Finance Officer after the event.
5. Avoid add-ons. When the speaker arrives, stick to what was agreed to. Do not add any other speaking expectations if it was not agreed to prior to the event.

For invitees outside the Greater Ottawa area

Note this is an extract from policy FP-10 TRAVEL EXPENSES

6. The Finance and HR Manager will provide current Standard rates for allowable travel and accommodation expenses.
7. Provide reasonable accommodations. Most speakers do not like to stay in homes but prefer the freedom and privacy of being in a hotel.
8. Cover all allowable travel expenses as required, being clear on the level of reimbursement such as coach fare instead of first class.
9. Allowable expenses can include.
 - a) Travel, food, parking, public transit and accommodation.
 - b) Telephone charges for First Unitarian Congregation of Ottawa– related calls and teleconferences including zoom.
 - c) Expenses for copying training materials.
10. Inadmissible expenses include:
 - a) Alcohol and other recreational products.
 - b) Personal toiletries or medication.
 - c) Fines for traffic or parking violations.
 - d) Extra cost associated with travelling with a spouse and family members.
 - e) Extra costs incurred to change travel arrangement due to personal circumstances.
11. Requests for reimbursement should be submitted to the Finance and HR Manager within 30 days of the event by the First Unitarian Congregation of Ottawa organizer.
12. When submitting expense claims, the following guidelines should be respected:
 - a) To be reimbursed, expenses must be claimed by the First Unitarian Congregation of Ottawa organizer on reimbursement forms provided by the First Unitarian Congregation of Ottawa office. The claim must be supplemented by original receipts (electronic or hard copy); copies of personal phone bills and charge card statements may also be submitted.
 - b) Where no receipt is available, such as for automobile mileage, parking meters, or urban mass transit, a written explanation/record of the expenses will be provided.

16.4 AUTHORITIES:

Honoraria of \$100 will normally be offered for Sunday Forums, Earth Speaks, Lectures and Presentations not supported by a special fund, and Non-Minister Sunday Sermon Guests. Honoraria exceeding this amount for these or other events, if not already approved in the annual work plan, should be brought to the SJAN to discuss special circumstances, or to the Minister with regard to Sunday Sermon guests. The SJAN Financial Officer and/or Finance and HR Manager should be consulted when desired honoraria or fees are beyond the current budget.

Ministers will be remunerated per Unitarian Universalist Ministers' Association (UUMA) guidelines. Figures for 2024 are below for example.

UU MINISTER GUIDELINES 2024 (Providing Services in Ottawa)

Keynote/Theme Talk - \$350 CDN

Half Day Workshop - \$500 CDN

Full Day Workshop - \$750 CDN

FP16 Addendum - Indigenous Protocols

Invitation Protocol - A resource compiled by Dr. Nicole Bell:

Elders are very important members of First Nation, Métis, and Inuit communities. The term Elder refers to someone who has attained a high degree of understanding of First Nation, Métis, or Inuit history, traditional teachings, ceremonies, and healing practices. Elders have earned the right to pass this knowledge on to others and to give advice and guidance on personal issues, as well as on issues affecting their communities and nations. First Nation, Métis, and Inuit peoples value their Elders and all older people, and address them with the utmost respect.

Whenever traditional feasts are held in First Nation, Métis, and Inuit communities, the Elders and older people are often asked to offer prayers to bless the events or to do the opening or closing ceremonies. They are also served first and they never have to wait in line or are left standing if chairs are unavailable.

If you are considering visiting a First Nation, Métis, or Inuit community or organizing an event with an Indigenous focus, you should consult an Elder for his or her perspective. A certain protocol should be followed when requesting an Elder's assistance. This protocol may vary from the following guidelines, which would be used for a First Nations Elder. If the Elder is Inuit or Métis, tobacco may not be offered when requesting assistance. Check first with a leader of the Elder's community to determine the proper protocol.

Inviting an Elder for a Classroom Visit or for Advice

If you want an Elder to come to your classroom to talk to students, there are certain things you should consider. When you approach an Elder, begin by offering tobacco to the Elder and asking permission to speak with him or her. Tobacco is an indigenous plant from North America and it is also one of four sacred medicines used by First Nation people in Ontario. It is used in sacred pipe ceremonies and it is offered to the sacred fire at other ceremonies. Tobacco has traditionally been given to Elders whenever a person is requesting their assistance. If the tobacco is accepted, the Elder is available to listen to your request for advice. Thank the Elder for the advice when you are finished. A gift for the knowledge received is always appreciated.

Inviting an Elder to Perform Opening and Closing Prayers for an Event

Explain the event to the Elder. Offer tobacco and invite the Elder to participate. Acceptance of the tobacco means acceptance of the invitation. Find out if the Elder needs a ride to the event.

When an opening prayer is done, there must also be a closing prayer. The opening prayer gives thanks to the Creator and serves to bless the event. The Elder may ask a helper to smudge the people gathered. Smudging is when a medicine such as sage is lit so that it is smouldering. This smudge is then taken around the circle and a feather is usually used to spread the smoke around all those gathered. Smudging is done to cleanse everyone gathered so that the event runs smoothly and everyone is in a good frame of mind.

Inviting an Elder to Participate in a Meeting or Committee

Elders are considered to be integral to the preservation, maintenance, and revival of First Nation, Métis, and Inuit cultures. It is important to note that “Elder” does not necessarily indicate age. In First Nation, Métis, and Inuit cultures, an Elder is designated as such having been deemed to have acquired significant knowledge about essential teachings in their culture and to have gained the wisdom drawn from experience that enables them to share their insight with others. The participation of Elders in the classroom/school program honours the cultural traditions of First Nation, Métis, and Inuit peoples by bringing authentic perspectives, as well as enhancing the self-esteem of First Nation, Métis, and Inuit students.

Talk to the Elder in detail about the responsibilities and level of involvement. Explain why the Elder is being invited. Offer tobacco and request the Elder’s participation. If the Elder accepts the tobacco, the Elder agrees to participate. Find out if the Elder needs a ride to the venue of the meeting.

It is important to remember that we must respect all Elders, even if we may not agree with their viewpoints on some things. Elders should also receive honoraria to cover their travel expenses and time. This can be done discreetly when the Elder arrives by giving a card with the honorarium inside. Anything else can be provided to the Elder at your discretion.

WHO DRAFTED THIS POLICY: Sherri Watson, Chair, Social Justice Action Network with input from Kathy Yach, Reverend Patricia Guthmann Haresch

WHO WAS CONSULTED IN THE DRAFTING OF THIS POLICY: Finance and HR Manager, Finance Committee, Governance Committee.

WHO IS RESPONSIBLE TO REVIEW/UPDATE OR AMEND THIS POLICY: Finance Committee

WHO APPROVES THIS POLICY AND ITS AMENDMENTS: Board

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DATE OF BOARD APPROVAL: February 2024

REVISION HISTORY

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21-04-06	21-05-04	SJAN initial draft, Finance Committee edits
2021-08-27	2021-08-27	Initial Governance Edits
February 2022		Approved by Board
January 2024		Updated minister’s fee as per UUMOC

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