

HONOURARIUM POLICY

TMX INDIGENOUS ADVISORY AND MONITORING COMMITTEE

An honorarium is provided to acknowledge Indigenous contributions to the Indigenous Advisory and Monitoring Committee (“Committee”) and assist in addressing capacity challenges faced by Indigenous communities. It is intended to provide capacity support for Indigenous participants, and their home organizations, who are providing a unique service to the Committee for which there is no fixed business price. It is also intended as a signal of respect for the contribution of Indigenous knowledge, cultural protocols and the broad benefits that may be gained by Indigenous groups and government to undertake work together.

PURPOSE

This policy establishes a standard for honouraria to be paid to Indigenous peoples who are invited to participate in the Committee.

SCOPE

This policy and its procedures apply to honouraria paid to:

1. Indigenous members of the Committee (or their alternates when attending in place of the member) and subcommittees;
2. Members of the Indigenous communities who are invited to attend Committee/subcommittee meetings to make specific contributions.

Note: The policy does not apply to government members, staff, contractors or Indigenous participants in general IAMC community engagement and other activities.

AUTHORITY

The authority to provide honouraria was approved in the Terms and Conditions for Contributions in support of Indigenous Advisory and Monitoring Committees for Energy Infrastructure Projects under the *Department of the Natural Resources Act* (1994, c. 41).

The Secretariat will be responsible for recording Committee decisions on honouraria and ensuring the decisions and this policy are followed.

POLICY

The decision to offer honouraria payments consistent with this policy is at the discretion of the Committee. The Committee shall be responsible for approving the total funds budgeted for honouraria; this shall be done as part of the annual and ongoing budget process.

Honouraria are paid to Indigenous participants in official activities of the Committee and must be approved in advance by the Committee. If demands arise between Committee meetings that are not anticipated in approved work plans, or otherwise approved in advance, a member may submit a request to the co-chairs via email (copied to the Secretariat) for decision on behalf of the Committee.

Categories of activity for which honouraria will be paid to Indigenous Committee and Subcommittee members include:

- Attending and participating in Committee or subcommittee meetings;

- Attending and participating in IAMC-sponsored engagement meetings and workshops with Indigenous communities;
- Representing the Committee or subcommittee in an official capacity at non-IAMC meetings/events or in processes where such representation has been approved in advance;

Both advance requests for honouraria and related claims must clearly identify the meeting or purpose of the activity, the date, and location.

In addition to honouraria, travel, hotel accommodations and other related expenses are also supported by the Committee. Such expenses are reimbursed in accordance with the National Joint Council’s Travel Directive (<https://www.njc-cnm.gc.ca/directive/d10/en>).

Costs of personal expenses, expenses of travel companions, and entertainment expenses will not be supported by the Committee.

All honouraria payments are predicated on the adherence of individuals to the Committee’s conflict of interest policies and procedures.

GUIDELINES

Honouraria payments are subject to the limits set by the Committee. The following factors shall be considered in setting the honouraria limits and rates:

- Normal daily hours of sitting per meeting (i.e., full day, half day, evening, etc.);
- Type of participation/contribution and level of accountability;
- Budget available.

Honouraria shall include time spent on official Committee and Subcommittee activities (e.g. formal meetings, site visits, etc.), and up to one travel day at the discretion of the Committee/Subcommittee member. Preparation time and effort between meetings is generally reflected in the rate, except where otherwise noted and approved by the Committee, including the Committee and subcommittee workplans.

The following are guidelines for the maximum allowable rates:

- \$100 per hour to a maximum of \$500 per day
- Claimed at a minimum of one (1) hour intervals

Meetings held via teleconference or video conference may be claimed at the same rate as an in person meeting based on the maximums set above.

PAYMENT RATES

For the fiscal year ending March 31, 2017, the Committee has established the following rate:

CURRENT RATES	
ACTIVITY	RATE
Committee and Subcommittee activities	\$100 per hour to a maximum of \$500 per day

Payments based on an individual’s participation in a given fiscal year are subject to a maximum limit of \$36,000 in total for honouraria, unless otherwise authorized by the Committee, in addition to reimbursement for travel costs.

PROCESS

The following process will be used for payment of honouraria:

1. Based on rates set by the Committee, Committee members will work with the Secretariat to submit a proposal and budget for activities related to the term of their membership.
 - a. Subcommittees will submit a proposal and budget for the term of the subcommittee.
2. The budget will be reviewed and endorsed by the Committee.
3. A Contribution Agreement will be established between Natural Resources Canada (NRCan) and an eligible recipient (as identified in the Indigenous Advisory and Monitoring Committees for Energy Infrastructure Projects Terms and Conditions) to facilitate payments.
4. The Contribution Agreement holder may submit an honourarium payment request to the Secretariat (template provided).
5. The Secretariat will process and issue the payment.

Forms and templates will be available from the Secretariat.

DATE APPROVED: 30 August 2017*

**The policy will be reviewed by the Committee in six (6) months.*