



Issue Date: May 2008	Effective Date: May 20, 2008	Responsible Agency: Office of the Comptroller General	Directive No: 810
Chapter: Control of Expenditures			
Directive Title: HONORARIA			

1. POLICY

The GN will pay honoraria and reimburse certain expenses to individuals who provide a range of services to the GN and who have been authorized by ministerial, Executive Council or legislative authority to provide such services. These individuals include members of Boards, set up under the authority of specific Acts, as well as elders and other community members.

2. DIRECTIVE

Payments of honoraria and certain expenses are to be in accordance with the Provisions of this directive.

This directive does not apply to the Workers Safety and Compensation Commission.

3. PROVISIONS

3.1. Application

This directive applies to honorarium payments to elders and other community members and to all members of Boards, which includes: agencies, boards, committees, commissions, councils and tribunals, authorized to receive such payments.

Employees of the government are not eligible to receive honoraria unless they are serving in a private capacity outside of normal working hours. Should an employee receive an honorarium payment in error, it must be returned.

3.2. Authority

All honoraria rates require Financial Management Board (FMB) approval. The rates approved by the FMB are provided in Appendix A of this Directive.

Ministers (or their delegates) shall determine the appropriate rate of honoraria to be paid to eligible individuals by reference to Appendix A.

Should Ministers wish to propose rates that would exceed the maximums specified in Appendix A, approval of the proposed rates by the FMB is required before any payments may be made.

3.3. Rules for remuneration

- 1) Payment of honoraria will be made for:
 - a) actual attendance at meetings, hearings or events (verification of attendance must be provided);
 - b) time spent on official business, such as representing the Board at public functions or making presentations on behalf of the Board; and,
 - c) travel time related to Board business, other meetings or events.

- 2) Honoraria should not be paid where it is known that an individual is already receiving an honorarium from another source for the same event, or is receiving direct compensation from their employer for attending the event.

- 3) Travel expenses shall be paid according to GN duty travel allowances and limits.

- 4) Honorarium advances may be requested with spending authority approval. All advances are to be submitted through payroll and all honoraria payments are considered taxable income.

3.4. It is the responsibility of Ministers to classify Boards in accordance with the criteria identified in Appendix A and then obtain FMB Approval.

3.5. Subject to other Acts and Regulations, responsible Ministers can recommend to the FMB rates that are above the maximum in Appendix A.

Appendix A: Guidelines for Setting Rates

Criteria for Classification of Boards

There will be a distinction in rates among Boards that are classified by the responsible Ministers (or their delegates). The Boards will be classified as having:

- a) high responsibility;
- b) medium responsibility; or
- c) moderate responsibility.

The maximum rates are based on the responsibility level of the Board.

All Boards are assumed to have moderate responsibility only, unless specifically classified by the responsible Minister as having medium responsibility or high responsibility.

The conditions for classification as having high responsibility are:

The Board makes precedent-setting decisions of a quasi-judicial or judicial nature. They typically have a relatively high public profile. Complexities of judgment are present requiring special qualifications or technical expertise; decisions are made with limited precedent; and consequences of decisions are large in dollars, resources or human terms.

The conditions for classification as having medium responsibility are:

The Board makes non-precedent-setting decisions or provides senior level recommendations. They do not have a high profile. Membership tends to have a background in the discipline with which the board is primarily concerned.

The conditions for classification as having moderate responsibility are:

The Board makes routine decisions within clearly prescribed parameters or provides general advice. The membership tends to be composed of appointees selected to ensure that members of the general public are aware of and involved in the process of government.

Honorarium Rates Schedule:

	High Responsibility	Medium Responsibility	Moderate Responsibility
Uqaqtittiji//Chair	Up to \$500/day or 50% per half day	Up to \$300/day or 50% per half day	Up to \$200/day or 50% per half day
Katimaji/Member	Up to \$350/day or 50% per half day	Up to \$200/day or 50% per half day	Up to \$150/day or 50% per half day
Qaiqujaq/Meeting participant	Up to \$45/hour or \$350/day	Up to \$35/hour or \$200/day	Up to \$25/hour or \$150/day
Iliqqusilirinirmut ilauqataujuq/Ceremonial or cultural participant	Up to \$25/hour or \$150/day	Up to \$25/hour or \$150/day	Up to \$25/hour or \$150/day

Notes to Honorarium Rate Schedule:

- Meeting participant includes: elders, youth or other community members for focus groups or ad hoc consultation.
- Ceremonial or cultural participant includes: storyteller, drum dancer, throat singer, qulliq lighter, and classroom demonstrator, etc.

Factors to consider when setting rates for honoraria:

- a) the daily payroll cost for equivalent work done by staff; the normal daily hours of sitting per meeting (i.e., full day, half day, evening etc);
- b) the degree of public exposure (and risk of public criticism);
- c) the degree of autonomy;
- d) the complexity of decisions;
- e) the requirement for technical expertise, special qualifications or knowledge (e.g., Inuit cultural knowledge or life experience);
- f) the experience of the individual;
- g) the decisions are made with limited precedent; and,
- h) the consequences of decisions in dollars, resources or human terms.