



KWANLIN DÜN FIRST NATION HONORARIA FOR VOLUNTEERS POLICY

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Legislative Authority: Financial Administration Act	Policy Authority: OIC-2022-04
Administrative Authority: Finance	

POLICY STATEMENT

Kwanlin Dün First Nation recognizes the contributions of volunteers to the KDFN community and government. Departments may provide honoraria in a fair and consistent manner in situations where such payment is clearly differentiated from employment or contract income.

DEFINITIONS

“Volunteer” means a person who agrees to provide service without expectation of a particular remuneration.

PURPOSE

1. The policy guides the use of an honorarium by KDFN to volunteers where a department deems a monetary gift appropriate.

SCOPE

2. This policy applies to services for which it would be inappropriate or unusual to employ or contract a person or business.
3. This policy applies to volunteers who assist KDFN at its request.
4. For greater certainty, this policy does not apply to:
 - a. Volunteer service on KDFN boards, committees, or working groups; or
 - b. Reimbursement of expenses, including but not limited to materials, supplies, fuel, and use of personal vehicles or equipment.

WHEN AN HONORARIUM MAY BE PAID

5. KDFN shall not pay an honorarium under this policy except where volunteer service has been provided:
 - a. For a single, short term, or rare occurrence; or
 - b. In an emergency, meaning that action is needed to address current or imminent risk to health, property, or the environment.
6. 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.
7. Individuals acting in their capacity as an employee of KDFN are not eligible to receive an honorarium under this policy.
8. Members of the Council are not eligible to receive an honorarium under this policy.
9. A department may choose to pay an honorarium under this policy for travel time associated with volunteer assistance if the department determines it is appropriate.

RATES

10. Where a department has determined that an honorarium is appropriate under this policy, KDFN will pay that honorarium in accordance with the rate schedule appended to this policy.

Exceptions to the Rates

11. A department may choose to pay an amount lower than the standard rate specified in the rate schedule if the department determines a lower rate is warranted.
12. A department may pay an amount higher than the standard rate specified in the rate schedule if:
 - a. The need for volunteer service is urgent; and
 - b. The Council has approved the rate, or, if the Council is not able to approve the rate in the required time frame, the Executive Director has approved the rate.

HONORARIA PAYMENT

13. Where a department has determined that an honorarium for volunteer service or associated travel time, the department will pay:
 - a. a minimum of one hour at the hourly rate for each calendar day; and
 - b. a maximum of the full day rate for any calendar day.
14. 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.

15. KDFN may deduct payments from an honorarium for an individual who owes money to KDFN.

Related Policies

Cultural Services Honoraria Policy

Financial Policy and Procedure Manual

Honoraria for Boards, Committees, and Working Groups Policy

Personnel Policy and Procedure Manual

APPENDIX A: VOLUNTEER HONORARIA RATE SCHEDULE

	Standard Rate
Hourly Rate	\$25.00
Full Day Rate	\$200.00