

## **1.0 Preamble**

Shingwauk KinooMaage Gamig is committed to bring the knowledge, values, and ways of knowing of Anishinaabe communities to its students and faculty, and to benefit from the knowledge and wisdom of its Anishinaabe communities and the wider community as SKG develops its priorities and plans.

When it is appropriate, SKG will provide honoraria in recognition of the assistance of elders, knowledge-keepers, and other members of the community.

## **2.0 Purpose**

This policy sets out SKG's policy concerning gifts and payments to elders, knowledge keepers and other community members. It addresses the purposes, characteristics, and approval of honoraria, and SKG's accountability for the provision of honoraria.

## **3.0 Definitions**

"Director of Operations" means the senior executive of SKG responsible for financial administration, regardless of the title of that position.

"SKG" means Shingwauk KinooMaage Gamig.

## **4.0 Policy**

### **4.1 Definition of honorarium**

An honorarium is typically a small payment made on a special or non-routine basis to an individual who is not an employee of SKG or is not functioning in the capacity of an employee of SKG, in recognition of the contribution of services to the community. An honorarium is not compensation or payment for work performed; rather, it is a recognition of services freely given by an individual.

### **4.2 Honoraria offered at the discretion of SKG**

SKG retains full discretion to determine whether honoraria will be provided in any circumstance.

Nothing in this policy creates an obligation for SKG to provide honoraria where services are provided that could be eligible for honoraria, or where services were provided honoraria in the past.

### **4.3 Allowable purposes of honoraria**

An honorarium may be provided for purposes that include but are not limited to:

- A payment or gift to an elder or knowledge-keeper in support of:

- Teaching and learning for SKG's students,
- Research by SKG's students or faculty, or
- Participation in events or activities that support SKG's mission.
- A gift offered as an incentive to community members to participate in SKG's consultations or other governance processes in support of priority-setting and planning;
- A gift in recognition of a community member's contribution to SKG or the Anishinaabe communities that SKG supports;
- A payment to a non-professional guest speaker or lecturer as a gesture of good will and appreciation; or
- A token payment for other unique, incidental, and infrequent services not traditionally required on an on-going basis.

There may be services not listed above for which it would be appropriate to provide honoraria.

#### **4.4 Characteristics of honoraria**

Honoraria shall be modest in size and nature, in keeping with their purpose of recognition rather than compensation.

Honoraria may be provided in any appropriate form. Examples include but are not limited to gifts, gift cards, or money.

#### **4.5 Approval of honoraria**

Honoraria shall not be provided without prior approval of the Director of Operations.

#### **4.6 Tracking and monitoring**

The Director of Operations shall establish and maintain processes to ensure that:

- Honoraria are given prior approval,
- Recipients of honoraria are recorded, and
- SKG's financial accounts include information about the number and value of honoraria that have been provided.

### **5.0 Related Policies, Procedures & Documents**

Financial Administration (FIN 01)

SKG's policies and procedures may be found here. [\[hyperlink to be added\]](#)

### **6.0 Responsible Officer**

Director of Operations

## **7.0 Version history**

Approved by:	Board
Original Approval Date:	February 9, 2023
Current Approval Date:	February 9, 2023
Effective Date:	February 9, 2023

SKG gratefully acknowledges that this policy is patterned on that of Nipissing University.