

810 HONORARIA FOR BOARDS, COMMITTEES, AND OTHER GROUPS

The Government relies on boards, committees, councils, tribunals, and other functional entities to help deliver services to Nunavummiut. This directive establishes the Government's policy on paying honoraria (financial payments) to recognize the valuable services of individuals who serve on eligible boards, committees, and other groups.

Please refer to FAM 810-1 Honoraria for Invited Event Participants for the directive on honoraria related to participation in cultural events.

1.0 POLICY STATEMENT

- 1.1 The Government benefits when individuals contribute to territorial public affairs by serving on boards, committees, and other groups, and may compensate these individuals for the knowledge, expertise, and services they contribute.

2.0 DIRECTIVE

- 2.1 The Government will pay honoraria and reimburse travel expenses to recognize individuals who formally serve on eligible boards, commissions, committees, councils, tribunals, advisory bodies, or public agency boards.
- 2.2 When making an honorarium payment the Government shall follow the provisions of this directive and all other procedures the Comptroller General may establish.

3.0 EFFECTIVE DATE

- 3.1 This directive takes effect January 1, 2023.
- 3.2 This directive replaces the following instruments:
- FAM Directive 810 Honoraria (May 2008)

4.0 AUTHORITIES AND DELEGATIONS

- 4.1 The Financial Management Board (FMB) issues this directive under the authority of section 5 of the [Financial Administration Act \(FAA\)](#).
- 4.2 FMB has delegated to the Comptroller General the authority to issue, amend, and rescind procedures, standards, forms, and other policy tools related to this directive.

5.0 OBJECTIVES

- 5.1 The objective of this directive is to:
- 5.1.1 Recognize and value the experiences, expertise, and knowledge of individuals who contribute to the territory's public affairs by serving on eligible boards, committees, and other groups.
- 5.1.2 Establish and communicate the Board's expectations and general requirements related to making honorarium payments.

6.0 PROVISIONS

- 6.1 This directive applies to all government departments, boards, commissions, committees, councils, tribunals, advisory bodies, and public agencies controlled by the Government that are authorized to pay honoraria.
- 6.2 An entity is authorized to pay honoraria to individuals if they are members of boards of public agencies, commissions, committees, councils, tribunals, and advisory bodies authorized to receive such payments.
- 6.3 In this directive:
- 6.3.1 **Responsible Entity** means the Government department, agency, board, commission, committee, council, tribunal, or other body that is organizing, sponsoring, or otherwise hosting the event for which the honorarium is to be paid.
 - 6.3.2 **Eligible Participant** includes Chairs, Commissioners, members, or other individuals the Responsible Entity recognizes to be formal participants and contributors to events.
- 6.4 The Responsible Entity will make honorarium payments to recognize eligible participants for eligible activities.
- 6.5 Activities that are eligible for honorarium payments can include:
- a) verified attendance at meetings (including sub-committee meetings), hearings, teleconferences, videoconferences, or events (e.g., signed attendance sheet or minutes with names 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 (calculated in accordance with the applicable FAM Directive on Duty Travel related to board business, meetings, or events).

Honorarium Rates

- 6.6 When making honorarium payments the Responsible Entity must use rates approved in regulation or legislation.
- 6.6.1 If no rates have been approved in regulation or legislation, honoraria payments must be paid at rates approved by FMB based on the entity's functional classification as designated by the Minister responsible for that entity.
- 6.7 FMB approves the rates set out in Appendix A to this directive.
- 6.8 The minimum honorarium payment is the half-day rate.
- 6.9 The Office of the Comptroller General shall review these rates every three years, or sooner as directed by the Comptroller General.
- 6.10 If a Minister of a responsible entity wishes to pay an honorarium that is higher than the approved rates, FMB must approve an exception to the approved rates before the Responsible Entity communicates the rate to invited event participants or makes any payments.

- 6.11 An honorarium is intended as respectful recognition for special services provided on occasion, and in this context does not establish or imply employment or contractual relationships with recipients.
- 6.12 Where an individual repeatedly provides services to Government outside their recognized involvement in a board, committee, or other eligible entity, the relationship may be contractual in nature. In these cases, Government must make use of personal service contracts.
- Refer to [FAM 808-5 Personal Service Contracts](#) for more information.
- 6.13 An honorarium will not be paid to an individual who is already receiving an honorarium, wage, or other form of compensation from another source for contributing to the same board, committee, or other group.
- 6.14 Government employees are not eligible to receive honorarium payments unless they are providing services to the event in a private capacity, outside normal working hours. Employees cannot receive both an honorarium and regular pay for the same service.
- 6.14.1 If an employee receives an honorarium payment in error, it becomes a debt to Government and must be repaid to the entity that made the payment.
- 6.15 The Canada Revenue Agency (CRA) considers honoraria payments as taxable income. The Government must process honorarium payments through the appropriate payroll function and subject them to payroll deduction requirements.
- 6.16 If an invited participant must travel to participate in the event the Sponsoring Department or responsible entity may reimburse reasonable pre-authorized travel expenses in accordance with FMB directives and established procedures.
- Refer to [FAM 820-1 Duty Travel](#).
- 6.17 Where justified, the event lead (e.g., meeting Chair, departmental sponsor, etc.) may approve an honorarium payment for up to one day of preparation ahead of each event.
- 6.18 The Executive Finance Office of the Sponsoring Department or responsible entity may authorize honorarium advances in justified cases where the invited participant would not be able to attend the event without receiving an advance. In general, authorizing honorarium advances is not recommended and should be avoided.
- 6.19 The Executive Finance Officer of the Responsible Entity is responsible to initiate, manage, and report on the recovery of all overpayments that may occur.

Functional Classification

- 6.20 The Minister of each Responsible Entity shall classify the entity as one of the following functional classifications based on the entity's primary role and communicate the decision to the entity:
- **Advisory** means an entity with minimal or no program responsibility that primarily exists to offer non-binding advice or recommendations to a Minister or the agent of a Minister.
 - **Management** means an entity that, on behalf of a Minister or by legislated authority, primarily exists to oversee programs operations or service delivery (e.g., delivery of educational programs, issuing permits, planning, budgeting, staffing and public reporting).
 - **Regulatory/Quasi-Judicial** means an entity vested with legislated authority that primarily exists to investigate specific matters, weigh evidence, and render decisions independent of political structures or influence.
 - **Territorial Corporation** means a corporate entity established under legislative authority where the entity has a considerable degree of operational autonomy and flexibility and the potential ability to generate revenue.
 - **Cultural** means an entity vested with a mandate to preserve and enhance Nunavut's culture, heritage, and languages.
- 6.21 If a Minister of a Responsible Entity classifies a new entity or amends an existing designation (e.g., if a department creates a new board, or if the primary function of a committee changes over time) the Minister of that entity shall inform the Comptroller General in a timely manner, and the Comptroller General shall take reasonable steps to communicate the change.

7.0 REFERENCES AND RESOURCES

7.1 Legislation and Regulations

- [Financial Administration Act](#)

7.2 Related Instruments

- Honorarium Classification Table – FAM 810
- FAM 810-1 Honoraria for Invited Event Participants
- FAM 808-5 Government Contracts – Personal Service Contracts
- FAM 820-1 Duty Travel

7.3 Enquiries

- If you have questions about paying honoraria, please contact your departmental or public agency Corporate Services / Finance team.
- If you have questions about this directive, please contact:

FAM@gov.nu.ca

The Office of the Comptroller General
Department of Finance
Government of Nunavut



FAM DIRECTIVE 810

**APPENDIX A
HONORARIUM RATES FOR BOARDS, COMMITTEES, AND OTHER GROUPS**

Honorarium Rates for Boards, Committees, and other Groups

Effective January 1, 2023

	<i>Advisory</i>	<i>Management</i>	<i>Regulatory/ Quasi-judicial</i>	<i>Territorial Corporation</i>	<i>Cultural</i>
Uqaqtittiji/Chair	\$400 / day \$200 / half day	\$500 / day \$250 / half day	\$600 / day \$300 / half day	\$650 / day \$325 / half day	\$650 / day \$325 / half day
Katimaji/Member	\$250 / day \$125 / half day	\$350 / day \$175 / half day	\$400 / day \$200 / half day	\$450 / day \$225 / half day	\$450 / day \$225 / half day

