

Muse Honourarium Policy



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General	January 13, 2026	3-2026	1	2
Honorarium Policy	Repeals By-Law Number N/A			Policy Number MU-01-13

1.0 Purpose

The purpose of this policy is to provide guidance to Muse staff for honorariums given to individuals who provide services to the Muse outside the scope of hourly pay, salary, or fee for service contracts.

2.0 Scope

This policy sets the rules for honorariums at the Muse. It may happen, from time to time, that speakers, researchers, artists, presenters have set fees that they charge for their service. In cases where fees are already set, an honorarium will not be paid.

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2.1 This policy is intended to ensure compliance with Canada Revenue Agency (CRA) regulations and Ontario employment standards and applies to all individuals providing ad hoc services to the Muse, excluding employees and contractors.

2.2 The Muse will not use honoraria to circumvent standard wage requirements or to avoid classifying individuals as employees or contractors when those classifications are applicable. In addition, honorarium will not be based on a unit of measure such as hours volunteered. It must be a flat nominal amount and must not appear as compensation for work performed.

3.0 Definitions:

Honorarium - a voluntary payment made to a person for services for which fees are not legally or traditionally required. An honorarium is typically used to show appreciation for guest speakers or presenters. An honorarium is not intended to create an employer-employee or contractor relationship and does not substitute for payment where a fee is contractually or customarily required.

Characteristics of an Honorarium

- Gesture of appreciation/goodwill or “thank you”
- Should typically be nominal in nature
- Infrequent or one-time payment
- Should be less than \$500 in a calendar year

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Culturally appropriate- means that, when recognizing contributions from individuals or groups—particularly those from Indigenous or other distinct cultural communities—The Muse may provide honoraria or gifts in forms that are consistent with the cultural protocols and expectations of the recipient's community. This determination should be made in consultation with the recipient or a designated community representative, and may include traditional gifts (such as tobacco, blankets, or locally significant items) in lieu of, or in addition to, monetary honoraria. The value of such gifts will be determined based on customary practice, but should not exceed the annual monetary limit established by this policy.

CARFAC - Canadian Artists' Representation/Le Front des artistes canadiens. CARFAC has been recommending fees to be paid to artists since its inception in 1968. These payments include royalties for the exhibition and reproduction of an artist's work, as well as various professional services fees.

This policy does not alter the payment of CARFAC fees to professional artists. Professional artists will not be paid an honorarium.

4.0

This policy applies to one-off presentations and tasks. Administrative volunteers, regular guides, gallery interpreters, museum educators, visitor services associates, or staff performing duties within their job description are ineligible for honorariums and will be recognized in other ways. Here are some examples of roles that would be eligible for an honorarium.

- Public Presenters
- Exhibit Researchers
- Non-Professional Artists participating in joint exhibitions
- Consultation of Elder

5.0

Honorarium amounts should be consistent and fair, while remaining nominal. Honorarium decisions will be made without discrimination and in accordance with the Muse's equity, diversity, and inclusion policies.

6.0

Honorarium rates for the following calendar year will be set annually by the Muse Board at the December Board Meeting.

7.0

In cases where it is culturally appropriate, honorariums can also be made in the form of gifts. The monetary value of any gifts should not exceed \$500 in a calendar year.

8.0

This policy shall be reviewed by the Muse Board at least every three years.