



CONSULTATION & ENGAGEMENT FEE & RATE SCHEDULE

Katzie uses standard template agreements for consultation and engagement capacity funding and Guardian monitoring where required under this fee schedule.

Capacity costs are established through Katzie's standard capacity agreement. The agreement includes an appendix setting out the project-specific engagement plan, agreed tasks, timelines, budget, invoicing requirements, and payment terms. Tasks may include reviewing project information and technical materials, attending meetings, preparing comments or recommendations, identifying information needs, coordinating internal review, supporting community engagement, participating in site visits, reviewing responses from the Crown or proponent, and coordinating external support where required. If a proponent requests changes to Katzie's standard capacity agreement, the proponent will be responsible for Katzie's legal costs associated with reviewing and negotiating those changes.

Guardian monitoring costs are charged through Katzie's standard Guardian Agreement.

The Guardian Agreement is generally signed once by a proponent or contractor, and Guardian Request Forms are used to confirm specific monitoring requests and act as change orders under that agreement. If a proponent requests changes to the standard Guardian Agreement, the proponent will be responsible for Katzie's legal costs associated with reviewing and negotiating those changes.

Katzie will provide the applicable template agreement or request form when required.

Referral Intake Fees & Capacity Engagement Costs

Referral intake fees support Katzie's initial intake and screening of a referral. This includes receiving and logging the referral, reviewing the information provided, confirming whether additional information is needed, identifying the nature and location of the activity, completing preliminary screening, assigning the referral to the appropriate basket, and preparing the initial response or next steps. The intake fee does not include additional consultation, engagement, technical review, site visits, Guardian monitoring, community engagement, Repository/Caretaking fees, or other capacity costs that may be required after screening.

Capacity engagement fees may apply where a referral requires work beyond initial intake and screening. These fees support Katzie's participation in consultation and engagement, including meetings, technical review, site visits, community engagement, internal coordination, external support, and preparation of comments, recommendations, or other responses. Where applicable, capacity engagement costs are charged by invoice or through an approved engagement plan and capacity agreement. Guardian monitoring costs are charged separately through Katzie's Guardian Agreement and Guardian Request Form process. Repository/Caretaking fees may also apply where ancestral belongings or related materials require care through Katzie's Caretaking Place. Payment terms will be set out in the applicable invoice or agreement.

Basket	Intake Fee	Capacity and Guardian Monitoring Costs
Basket 1 	No intake fee	No standard intake fee applies. Additional costs may apply where Katzie requests a site visit, where a Proponent requests a site visit, where Guardian monitoring is required, or where Repository/Caretaking fees are required. Where applicable, fees will be invoiced directly in accordance with the fee schedule below.
Basket 2 	\$100	Intake fee applies. Additional costs may include site visit costs requested by Katzie or by a Proponent, Guardian monitoring costs under Katzie's Guardian Agreement and Guardian Request Form process, and Repository/Caretaking fees where required. Where applicable, fees will be invoiced directly in accordance with the fee schedule below, the Guardian Agreement, and the applicable Guardian Request Form.
Basket 3 	\$150	Intake fee applies and may be invoiced directly or included in a capacity agreement. Additional costs may include capacity engagement costs under a capacity agreement and engagement plan, Guardian monitoring costs under Katzie's Guardian Agreement and Guardian Request Form process, and Repository/Caretaking fees where required.
Basket 4 	\$200	Intake fee applies and may be invoiced directly or included in a capacity agreement. Additional costs may include capacity engagement costs under a capacity agreement and engagement plan, Guardian monitoring costs under Katzie's Guardian Agreement and Guardian Request Form process, and Repository/Caretaking fees where required.

Department Rates, Supports & Expenses

The rates below apply to department staff time, Katzie participation, external supports, and expenses required to support referral review, consultation, engagement, capacity planning, and related activities.

Rate Category / Role	Hourly Rate	Daily Rate	Expense / Cost Basis
Department Staff & Coordination Rates			
Director	\$250	N/A	N/A
Referrals Manager	\$180	N/A	N/A
Referrals Coordinator	\$100	N/A	N/A
Referrals Administrator	\$75	N/A	N/A
Guardian Manager	\$180	N/A	N/A
Lead Guardian	\$150	N/A	N/A
Guardian Coordinator	\$100	N/A	N/A
Guardian Administrator	\$75	N/A	N/A

Rate Category / Role	Hourly Rate	Daily Rate	Expense / Cost Basis
Katzie People			
Honorarium ¹	\$50-\$85	\$350-\$500	N/A
External Supports²			
Senior Support		At cost	
Intermediate Support		At cost	
Junior Support		At cost	
Legal Support		At cost	
GIS Support		At cost	
Expenses³			
Small community meeting (food, refreshments, space rental, and supplies, up to 10 people)	N/A	N/A	\$350
Medium community meeting (food, refreshments, space rental, and supplies, up to 50 people)	N/A	N/A	\$1,750-\$2,250
Large community meeting (food, refreshments, space rental, and supplies, up to 75 people)	N/A	N/A	\$6,800-\$8,000
Travel distance	N/A	N/A	\$0.75/km
Other expenses (e.g., hotel, air travel, etc.)	N/A	N/A	Market rate
Administrative fee		15%	

External supports are charged at cost and may include technical, cultural, legal, scientific, GIS, planning, archaeological, environmental, or other support required to assist Katzie's review and participation. External support costs will generally be identified through the engagement plan, budget, or capacity agreement where applicable.

** Rates and expenses do not include applicable taxes.*

- 1 Honoraria depend on the nature, duration, and extent of Katzie knowledge, participation, or preparation requested.
- 2 External support costs depend on the organization, role, type of support, and scope of work required.
- 3 Meeting and event expenses depend on location, venue availability, catering availability, attendance, and supplies required.

Guardian Monitoring Rates

Guardian monitoring costs are charged through Katzie’s standard Guardian Agreement and Guardian Request Form process. The rates below apply where Guardian participation is required for monitoring, site attendance, field support, or related activities.

Provision of Guardian Services		Rate Per Day (per Guardian)
Regular Business Day	Full Day (between 4 and 8 hours)	\$750.00
	Half Day (up to a maximum of 4 hours)	\$400.00
Overtime	Between 8 and 12 hours	\$140.63 for each additional hour
	For over 12 hours or over a 40-hour week	\$187.50 for each additional hour
Additional Fees		Applicable Rate
Truck Rental (day rate including mileage)		\$175
Mileage Rate (where Guardian is required to get to site in their own vehicle) <i>Calculated from Katzie to Site and Return</i>		\$0.72 per kilometre
Boat rental (day rate includes mileage)		\$1,000
Administrative fee		15%

* Rates and fees do not include applicable taxes.

Caretaking Place Fees

Caretaking Place fees may apply where ancestral belongings or related materials are transferred to Katzie's care. These fees are separate from referral intake fees, consultation and engagement capacity costs, and Guardian monitoring costs.

Description	Fee
Base Fee	
Accession fee	\$50/request
Administration fee	15%
Storage Processing & Long-Term Storage Fees	
Boxed Ancestral belongings/documents – Banker's box size (24x12x10in/50L)	\$300/box
Boxed Ancestral belongings/documents – Medium box (25-49L)	\$225/box
Boxed Ancestral belongings/documents – Small box (below 25L)	\$150/box
Boxed Ancestral belongings/documents – Letter size	\$125/envelope

* Notes:

- *Proponents must provide appropriate boxes unless otherwise agreed by Katzie.*
- *Katzie does not accept soils at the Caretaking Place.*
- *Oversized items may be subject to additional costs depending on size, handling, storage, and care requirements.*
- *Questions about the Caretaking fees or transfer requirements for ancestral belongings should be directed to the Caretaking Manager, Roma Leon, at roma@katzie.ca.*