



KWANLIN DÜN FIRST NATION HONORARIA FOR BOARDS, COMMITTEES, AND WORKING GROUPS POLICY

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

POLICY STATEMENT

Kwanlin Dün First Nation acknowledges the volunteer service of individuals on boards, committees, and working groups through an honorarium.

DEFINITIONS

“Group” means a board, committee, or working group.

“Subcommittee” means a committee composed of members of a Group, which reports to the Group, and whose purpose and membership has been established by the Group.

“Traditional Territory” means the area defined as such in the Kwanlin Dün First Nation Final Agreement.

PURPOSE

1. The policy guides KDFN’s use of an honorarium to acknowledge volunteer service on a Group created solely or jointly by KDFN, or on an external Group.

SCOPE

2. This policy applies to:
 - a. individuals who are appointed to a Group created solely or jointly by KDFN; and
 - b. individuals who are appointed by KDFN to an external Group.

EXTERNAL BOARDS, COMMITTEES, AND WORKING GROUPS

3. KDFN shall not pay an honorarium to individuals appointed to a Group external to KDFN where:
 - a. The appointment of an individual to an external Group DOES NOT expressly state in writing that a Kwanlin Dün honorarium will be paid;
 - b. The external Group provides an honorarium or compensation to the individual; or
 - c. The Group is voluntary in nature.
4. Payment of any honorarium for external boards and committees shall be in accordance with any relevant KDFN policy and legislation.

WHEN AN HONORARIUM IS PAID

5. KDFN may pay an honorarium to a member of the following, in accordance with this policy:
 - a. Citizenship Committee;
 - b. Compensation Board;
 - c. Elders Council;
 - d. Judicial Council; and
 - e. Groups where:
 - i. it is expressly stated in writing, such as in the Terms of Reference, Expression of Interest or the Council appointment, that KDFN will pay an honorarium to a member; and
 - ii. an honorarium or compensation is not being paid to a member for their service by another non-KDFN source.
6. Members of the Council are not eligible to receive an honorarium under this policy.

ACTIVITIES FOR WHICH AN HONORARIUM MAY BE PAID

Scheduled Meetings and Events

7. KDFN may pay an honorarium for:
 - a. Attendance at a scheduled meeting of the entire Group or a Subcommittee.
 - b. Attendance at an event, including a course, that an individual is required to attend in their capacity as a member of the Group, and for which attendance has been agreed upon by the Group, as reflected in the minutes.

Preparation and Administration Time

8. KDFN may pay an honorarium for time spent on preparation and administration associated with a scheduled meeting or event if:
 - a. the secretariat or chair has distributed material prior to the meeting and has explicitly requested that a member examine the material prior to the meeting; or
 - b. the secretariat, chair, or Group has requested an individual to undertake a special task beyond the normal duties of a Group member, such as editing minutes or keeping records.

Travel Time

9. KDFN may pay an honorarium for time spent travelling from within the Traditional Territory to a location outside the Traditional Territory if:
 - a. the individual is ordinarily resident within the Traditional Territory; and
 - b. the travel is for the purpose of conducting business as outlined in section 7.
10. KDFN will not pay an honorarium for time spent travelling within the Traditional Territory, except where such travel is part of business outlined in section 7.
11. For clarity, travel-related compensation other than for recognition of personal time, such as reimbursement for fuel and mileage, is not within the scope of this policy.

RATES

12. Where an honorarium is paid under this policy, KDFN will pay the honorarium in accordance with the rate schedule appended to this policy.
13. When a department pays an honorarium for attendance at meetings and events, as outlined in section 7, the department will pay:
 - a. a minimum of two hours at the hourly rate for each calendar day;
 - b. the hourly rate for time spent greater than two hours in a calendar day, rounded up to the nearest half hour; and
 - c. a maximum of the full day rate for any calendar day.

Preparation, Administration, and Travel Time

14. When a department has decided to pay an honorarium for preparation and administration in accordance with section 8, or travel time in accordance with sections 9 and 10, the department will pay:
 - a. the hourly rate for cumulative time spent on these items, rounded up to the nearest half hour;
 - b. a maximum of four hours of administration or preparation time in relation to any meeting, regardless of the duration of the meeting; and

- c. a maximum of eight hours of travel time in any direction per meeting or event (for example, if a person flies to eastern Canada over the span of two days, the maximum travel time will be eight hours).

Premium For Chair

15. A department may pay a premium rate for the chair of a Group, as outlined in the rate schedule, if:
 - a. A special role for the chair is identified in the terms of reference or other guiding documents for the Group; and
 - b. There are responsibilities, skills, or functions assigned to the chair that exceed the requirements of other members of that group, which can include, but are not limited to:
 - Meeting facilitation and conflict management;
 - Spokesperson and advocacy duties; and
 - Recruitment and performance management.

Payment

16. KDFN will pay an honorarium through its established payroll system, in accordance with any applicable policies, and will make deductions as required by any applicable legislation.
17. KDFN will deduct payment from an honorarium for individuals who owe money to KDFN.

Changes to the Rates

18. The Council may change or add rates to the rate schedule. Examples when a department may choose to propose alternatives to the standard rates include situations where:
 - a. the department wishes to achieve parity with individuals doing comparable work on behalf of other organizations;
 - b. the work of the Group requires specific, unique, or rare skills, competencies, or commitments; and
 - c. the work of the Group warrants a lower rate than the standard rate in the rate schedule.

Related Policies

Financial Policy and Procedure Manual

Honoraria for Cultural Services Policy

Honoraria for Volunteers Policy

Personnel Policy and Procedure Manual

APPENDIX A: BOARDS, COMMITTEES AND WORKING GROUPS HONORARIA RATE SCHEDULE

	Standard Rate
Hourly Rate (or portion)	\$31.25
Full Day Rate (over 7 hours)	\$250.00
Chair Rate	\$330.00 per day, \$41.25 per hour

APPENDIX B: JUDICIAL COUNCIL RATES

	Member	Chair
Hourly Rate	\$35.00	\$43.75
Full Day Rate	\$280.00	\$350.00
Training premium for training completion, per course.	\$1.25/hour \$10.00/day	\$1.25/hour \$10.00/day

Training premium terms:

1. The Department of Justice may pay a member a training premium if a member successfully completes a core course in the Certificate in Tribunal Administrative Justice (CTAJ) offered by the Foundation of Administrative Justice (FOAJ).
2. If a member has successfully completed a course that is equivalent in content and duration to any of the six core courses in the CTAJ offered through the FOAJ, the Department of Justice may approve a rate premium.
3. The maximum training premium shall be \$7.50 per hour and \$60.00 per day.