



TAKLA NATION

HEALTH ■ PROSPERITY ■ TRADITION

TAKLA NATION Policy on Council Committees

Policy Statement

Takla Nation Council respects that members, as responsible citizens of the Nation, participate in many activities that enrich the Nation and the communities in which we live.

Council may at times establish its own committees (including boards) that require consistent and substantial community representation and/or external expertise. The Nation is committed to inviting relevant and useful engagement, along with demonstrating fairness, equity and transparency for how community representatives are appointed to these committees.

For some Council-established committees the workload for appointed community representatives is substantial. In specific cases Council provides honoraria to recognize the additional demands and responsibilities required by volunteers participating on these committees.

Rationale

This policy and related procedures are designed to promote consistency in recruitment and appointment of volunteers to Council committees and to define the payment of honoraria to volunteers participating on specific committees.

Principles

All participation on committees is voluntary, and community representatives for all Council committees will be invited to apply through an open process, with identified criteria. This process will be managed through systems that support the official work of Council. Council will make the final selection and appointment.

All Council committees will have approved Terms of Reference.

Takla Nation will pay honoraria when:

- Active participation, knowledge sharing, and shared responsibility for recommendations are requested by Council as part of the appointment of community representatives;
- Community representatives actively fulfill their committee or board obligations;
- There are special circumstances (i.e. external funding directed to provide honoraria, or a need to ensure community engagement on a committee) identified by Council.

Takla Nation will pay honoraria:

- Based on the level of engagement and responsibility for recommendations to Council or for advisory function to Takla Nation staff;
- Based upon the amount specified in the current, approved TN Committee Honoraria procedures, unless the amount of honoraria is specified under the terms of a 3rd party agreement. The honorarium specified in the 3rd party agreement is what will be paid to the committee or board member.

Scope/Limitations

This policy applies to individuals who are appointed by Council as community representatives to Council committees. This policy does not apply to elected members of TN Council.

An employee participating on a Council committee as part of his/her regular employment responsibilities will receive regular wages for that work. An appointed community representative who is also an employee may be eligible for an honorarium but will not receive both wages and honoraria. TN administration will make reasonable efforts to accommodate employee participation on Council committees during regular work hours; Council will discuss options with the supervisor prior to initial appointment of the community representative.

Council committees are primarily community committees, guided and supported by elected officials and/or staff. The three exceptions are Administration Committee, Audit Committee and Finance Committee which have external participation (either community or expert) but are primarily internal administration committees.

Definitions

Active Participation: Community representatives accept the responsibilities that go with the appointment, and commit to preparing for and attending meetings, actively listening and actively participating, contributing their knowledge, expertise and/or experience to the work.

Community representative: A community member who applies for and is appointed by Council to a committee or board as a volunteer. Takla Nation employees can be community representatives if their appointment to the committee or board is not part of their employment with the Nation.

Council: The elected representatives of Takla Nation, made up of Chief and Councillors.

Honorarium: An honorarium is a payment made to a person that does not represent a full compensation for time and effort expended. Canada Revenue Agency (CRA) regulations state that all honoraria payments are considered taxable income under the Income Tax Act of Canada and subject to a T4A slip being issued at each calendar year-end. Under the Indian Act First Nations individuals are not taxed on honoraria paid by a First Nation however additional forms may need to be completed by volunteers.

POLICY APPROVAL SUMMARY

Approved by:	Takla Nation Council
Original approval date:	November 16, 2018
Latest approval date:	

Council Committee Procedures

In conjunction with the Policy on Council Committees, these procedures outline how Takla Nation will establish committees, and recruit, appoint and pay honoraria to community representatives on Council committees.

Procedures

A. Committee Terms of Reference (TOR)

1. Council identifies the need for a committee and directs the Administration Committee to draft a TOR and related documents;
 - a. TOR require committee members to sign Oath of Confidentiality
2. Community representatives will be required to consider the needs and goals of the community and membership as a whole, not based on narrower interests;
3. The TOR will identify the honoraria rate structure (working or advisory) for the committee;
4. Council approves the Terms of Reference and related documents.

B. Recruitment of community representatives:

1. All vacancies for community representatives to Council committees will be advertised and promoted to Takla Nation members, or more broadly if Council decides;
2. Postings will include information on the committee, the anticipated times of meetings, workload and level of responsibility, the desired criteria for volunteers, and will indicate if an honorarium is provided for that committee;
3. A deadline for applications will be posted, and all applicants will submit a standard application form.

C. Appointment of community representatives:

1. Council will identify the desired participant criteria through the Terms of Reference and will appoint community representatives who most closely meet the criteria, and who demonstrate an ability to fully participate on the committee;
2. The appointed representatives will be listed on the Takla Nation website, along with the terms of reference for the committee.

D. Payment of honoraria for committee and board volunteers:

1. Council will determine whether the workload and commitment of a Council committee, or special circumstances, support an honorarium paid to community representatives;
2. The elected official or staff member responsible for the committee will sign off Honoraria Forms for those community representatives who actively participate in a full meeting. Partial participation at meetings will not be provided an honorarium;
3. Finance will pay honorarium following the meeting for which the honorarium is due; honoraria will be processed according to the payment schedule in the Purchasing & Expenditure Authority Policy & Procedures;
4. Honoraria rates are reviewed annually by the Takla Nation Finance Committee, and any changes recommended to Council.

E. Current honoraria rates for community representatives:

1. For full working Council committees, where representatives are responsible for providing specific recommendations to Administration and/or Council (i.e. housing allocations, education policy, restorative justice agreements):
 - a. \$300 for a full day
 - b. \$150 for a half day
2. For advisory Council committees, where community representatives provide input and ideas to staff but are not responsible for specific recommendations to Council:
 - a. No honoraria;
 - b. If an honorarium is required because of 3rd party funding, or to ensure community representation, \$50 per meeting.

F. Travel costs:

1. All appointed community representatives will receive travel and accommodation costs as per the Takla Nation Travel Policy.

G. Other:

1. All Council-appointed committee members will receive a letter of appointment, which will indicate that the receipt of honorarium is optional. If the member is on Income Assistance or Employment Insurance accepting the honorarium may impact benefits. It is the responsibility of the appointed member to investigate and make a personal decision about receiving honoraria;
2. All Council-appointed committee members are required to sign an Oath of Confidentiality, to be kept on file by the Nation;
3. All honoraria payment is based on actual, recorded attendance at Committee meetings;
4. If a volunteer is not actively participating on the committee or board or is not adhering to committee or Nation policies, the Committee chair will address participation and/or continued appointment;
5. If a volunteer has received more honorarium or travel reimbursement than they are due, the additional amount will be deducted from the next payroll or honorarium cheque the individual is to receive from TN, with the signed authorization of the volunteer.

PROCEDURE APPROVAL SUMMARY

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Related documents:

Council Committee Terms of Reference Template
Standard Application Form
Payment of Honoraria Forms