

Board Member Honouraria Policy

1 Purpose

To clarify the terms and conditions on how Board members of the Mackenzie Valley Environmental Impact Review Board (Review Board) will be remunerated for attending to Review Board business.

2 Principles

- 2.1 Board members should be remunerated for time spent on official Review Board business.
- 2.2 Board members are accountable and must be prepared to justify time spent on Review Board business.

3 Definitions

- a) *Analytical Responsibilities*: means any task where a Board member is required to review environmental impact assessment related materials, Board administrative materials, and maintain awareness of resource development issues and activities in and around the NWT.
- b) *Minister*: means the Minister of Aboriginal Affairs and Northern Development Canada.
- c) *Representational Responsibilities*: means any task where a Board member has been assigned to officially represent the Review Board.
- d) *Special Executive Responsibilities*: means any task assigned by the Review Board to a Board member by way of special assignment.
- e) *Travel Time*: means time in the act of travelling involving transportation; including, travel to/from the airport, waiting for flight, flight time, collecting baggage and travel from airport to accommodation.

4 Eligibility

- 4.1 Board members are eligible to be reimbursed for time spent attending to Review Board business according to the provisions of this Policy.

5 Provisions

- 5.1 The per diem honourarium rate for Board Members is \$375 to attend to Review Board business with the following exceptions:
- i) Chairperson: \$500 or in accordance with the terms of the Ministerial letter(s) of appointment and remuneration.
 - ii) Vice Chairperson: \$500 in which the Vice Chairperson has been required to act in the place of the Board Chairperson.
 - iii) Committee Chairperson: \$500 in which the Committee Chairperson chaired Committee meetings intended to address Committee business.
- 5.2 Board members are eligible for honouraria for the following Review Board business:
- i) *Review Board Meetings*: Per diems will be paid for each day a Review Board meeting is scheduled which the Board member attends in person.
 - ii) *Review Board Teleconferences, meetings associated with Special Executive and Representational Responsibilities, Site Visits and Travel Time*: Honouraria will be paid in the following manner:
 - a) For a period of less than or equal to 1.75 hours, one quarter (1/4) Per Diem
 - b) For a period of greater than 1.75 hours and less than or equal to 3.5 hours, one half (1/2) Per Diem
 - c) For a period of greater than 3.5 hours and less than or equal to 5.25 hours, three quarters (3/4) Per Diem
 - d) For a period of greater than 5.25 hours and less than or equal to 7.0 hours, one (1) Per Diem
 - iii) *Analytical*: Board members may be paid up to four (4) Per Diems per month to undertake Analytical Responsibilities. Additional analytical honouraria must be approved by Review Board motion.
A new Board member will be paid a special analytical allowance of up to five (5) Per Diems for orientation to Review Board roles and responsibilities, relevant legislation and processes, current environmental impact assessment files and other related topics.
 - iv) *Training and Conferences*: Subject to approval pursuant to the Review Board *Professional Development and Training Policy*, Board members will be paid a Per Diem for each day attending training and conference events.
- 5.3 Board members shall maintain a chronological file of time spent on Review Board business associated with *Special Executive and Representational Responsibilities*; describing the nature of the Review Board business attended to, and recording the time required to the nearest hour. If the activity is less than 7.0 hours, the time must be aggregated.

- Honoraria will be paid for aggregated time on the same basis as in 5.2 ii) above.
- 5.4 The Board Chairperson may claim up to 20 Per Diems per 4 week period to carry out Review Board business on Monday through Friday of each week.
 - 5.5 Only one per diem payment shall be made for a twenty-four hour calendar day.
 - 5.6 Honouraria may be paid twice monthly based on claims submitted.
 - 5.7 No per diem payments will be made in advance of Per Diems earned.
 - 5.8 Board members on duty travel status; who cannot attend to planned Board business due to illness, an emergency or other incapacity; shall be eligible for Per Diems(s) in lieu of the time that would have otherwise been spent attending to the planned Board business.
 - 5.9 Clause 5.2 ii) notwithstanding; Board members on duty travel, who chose to drive their personal vehicle to a required destination when travel by air is a more economical option, may claim honouraria up to one half (1/2) Per Diem for travel time to the destination and up to one half (1/2) Per Diem for return travel from the destination.
 - 5.10 Weekend duty travel should be minimized and should only be conducted as necessary for attending to Board business; Board members may claim additional Per Diems for Board approved weekend travel.

6 Approval Authority

- 6.1 Board member remuneration is fixed by the Ministerial appointment letter to each member and the *Aboriginal Affairs and Northern Development Canada (AANDC) - Remuneration Guidelines for Ministerial Part-Time Appointees in Agencies, Boards and Commissions in the Territories*, as amended from time to time (see Appendix A).
- 6.2 The Senior Finance and Administration Officer shall ensure that all Review Board remuneration is provided in accordance with this Policy, relevant *Canada Financial Administration Act* provisions and *Treasury Board* authorities and guidelines established from time to time.
- 6.3 The Board Chairperson or, in his/her absence, the Board Vice-Chairperson shall review and authorize processing for payment of each regular Board Member Honouraria Claim (see Appendix B).
- 6.4 The Board Vice-Chairperson or, in his/her absence, the Board Finance Committee Chairperson shall review and authorize processing for payment of each Board Chairperson Honouraria Claim prior to approving for payment (see Appendix B).

- 6.5 Board member honouraria payments must be authorized by at least two persons with appropriate Review Board spending authority.
- 6.6 Additional Per Diem(s) in excess of the provisions of section 5 above are subject to a motion of approval of the Review Board.

Approved by Motion # 111213-13 of the Mackenzie Valley Environmental Impact Review Board on the 15th day of December 2011.

Certified by:


Richard Edjericon, Chairperson

January 12, 2012
Date

Appendix A - AANDC Remuneration Guidelines for Ministerial Part-Time Appointees in Agencies, Boards and Commissions in the Territories

1. Introduction

These guidelines set out the amounts and conditions for the part-time services of persons appointed to office by the Minister. They are not an authority in themselves. They set out what can be routinely recommended.

2. Authority

The authority to fix remuneration for the part-time appointees may be specified in either the legislation, the land claim agreement or the implementation agreement.

3. Application

These guidelines apply to all persons appointed to part-time positions in territorial agencies, boards and commission for which the Minister has discretion to fix the rate of remuneration.

4. Principles

The Department of Aboriginal Affairs and Northern Development Canada (Department) recognizes the need to attract and retain well-qualified appointees, as well as achieve equitable treatment among territorial boards and other federal boards, agencies and commissions with comparable responsibilities.

Services to the public and not adherence to market rates influences the remunerations of the highest levels. This principle also influences remuneration for part-time service. However, the Department recognizes unique circumstances facing these institutions of public government, such as limited talent pool, high costing of living, high cost of travel.

5. Definitions

Executive Organizations are those whose primary mission is to make final and binding decisions, or make a significant contribution to final and binding decisions.

Advisory organizations are those which engage in investigative, evaluative or research activity to provide opinions or recommendations.

6. Amounts and Conditions of Payment

The schedule of per diem rates that follows specifies the maximum rates that may be considered by the Department.

The Department will consider rates that exceed those of the schedule provided there is justification for exceptional consideration.

Only one per diem payment shall be made in respect of a twenty-four hour calendar day.

A per diem is normally payable for the following:

- * Attendance at meetings of the full organization and of recognized committees or sub-committees of the organization (including appointees' participation by electronic means);
- * Every four teleconference/video conference meetings conducted among a quorum of the organization or its committees or sub-committees;
- * Traveling time, if the time required to travel between the meeting place and the normal place of residence exceeds three hours; and
- * Special executive, analytical or representational responsibilities explicitly designated by the governing members of the organization.

In organizations where there is a vice-chair or equivalent, the per diem may be set at a rate higher than that for members in acknowledgment of additional responsibilities.

7. Category Allocation

The allocation of an organization to a category depends on:

- * The complexity and diversity of its sphere of activity;
- * The scope of its activity, ranging from the individual person or single, local facility, to the entire citizenry or whole industries of national significance;
- * The impact of its activity, ranging from ancillary attributes and peripheral concerns to basic rights, fundamental characteristics or essential well-being;
- * The skills required by the appointees.

8. Travel Expenses

Subject to any statutory, land claim agreement or implementation agreement provision to the contrary, the Treasury Board Travel Directive, as it applies to the Executive Group of the Public Service, shall govern the reimbursement of travel expenses incurred by part-time appointees.

Appendix B – Board Member Honouraria Claim Form

Mackenzie Valley Review Board									
Board Member Honouraria Claim Form									
Name:									
Date:	Board meeting	Teleconference	Analytical Days	Travel Days	Representational	Special Executive	Conference/Training	Purpose	
Total Days									
Honouraria	Number of days @ \$500.00 day _____ =								
	Number of days @ \$375.00 day _____ =								
Subtotal of Honouraria							\$		
Revenue Canada Deductions	CPP								
	Income Tax								
	NT Payroll Tax								
Sub Total of Revenue Canada deductions							\$		
Honouraria amount due							\$		
I confirm that I participated on these days on MVEIRB business			Board Member signature:						
			Date:						
Reviewed by Finance Manager			Finance Manager signature:						
			Date:						
Reviewed and Authorize Processing for Payment			Chairperson/Vice-Chairperson signature:						
			Date:						
Cheque Number:							Cheque amount	\$	
Posted by:							Date:		

