



WEI WAI KUM FIRST NATION COUNCIL REMUNERATION POLICIES AND PROCEDURES

This document shall be considered a “living” document subject to changes, edits and additions. This is an ongoing process to achieve Wei Wai Kum First Nation’s objectives. This document provides policies and guidance assisting employees and Council in fulfilling financial responsibilities and in creating higher accountability and transparency entitled to Members.

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Definitions

The following definitions apply throughout these Policies:

“Council Member”:

“Elected Official”:

“Honorarium”:

“Responsibility Subject Area”:

1. Purpose

The purpose of this Remuneration Policy is to establish common policies, procedures and rates for Wei Wai Kum First Nation elected Chief Council and Councillors. This will allow for a fair reimbursement for services provided based on various factors as complexity of business, hours expended, fiduciary responsibilities, fairness, job descriptions and other relevant laws.

2. Elected Officials’ Honorarium

The Chief Councillor and Councillors, as elected officials are not considered employees of Wei Wai Kum Nation in their capacity as Elected Officials. The Chief Councillor is paid a salary and Councillors are paid a set honorarium and per external meeting honorarium. In cases, where an elected official is also an employee, his/her capacity as an employee will be managed under the Nation’s Personnel Policy. His/her capacity as a Councillor will be managed under this policy. As acknowledgement of the considerable commitment of time and effort made by the Chief Councillor and Councillors, Wei Wai Kum will provide each individual with salary or honorarium as detailed below.

3. Chief Councillor Salary

The Chief Councillor will have a salary with benefits for the term in office and:

- a. The set salary rate is determined using the Wei Wai Kum Chief Councillor salary grid (App with consideration given to experience, education, complexity of the role and years in office.

- b. All external organizational honorarium the Chief is eligible for when representing the Nation shall be directed to the Nation.
- c. The Chief Councillor during his/her term will not act as an employee, contractor or sub-contractor to his/her Nation nor will he/she provide any services for payment to Wei Wai Kum owned entities either personally or through any business in which he/she owns a personal interest.
- d. The Chief Councillor will commit to represent the Wei Wai Kum Nation on a full-time basis.
- e. The Chief Councillor's salary will be remunerated on a bi-weekly basis through the Wei Wai Kum First Nation payroll process.
- f. The Chief Councillor is entitled to 15 sick and/or cultural days. Any days beyond this amount will be deducted from his/her deducted from their vacation time or salary accordingly.
- g. The Chief Councillor will have a salary deduction for all unapproved missed meetings over 3 consecutive meetings.
- h. The Chief is eligible for paid vacation leave of 15 days annually in his/her first term and will increase by 5 days annually in each consecutive term.

4. Pay While Acting as Chief Councillor

Additional salary payment shall be provided to a Councillor when he/she is assigned by Council to assume the role of Acting Chief Councillor. The Acting Chief Councillor must perform the role for a period exceeding 5 consecutive business days and assume the majority of the duties of the position to receive any additional remuneration. He/she will have their set honorarium topped up to a maximum of 75% of the Chief Councillor's salary for each full-day in the role.

Finance will be advised in writing of all Acting Chief Councillor assignments including start and end dates.

5. Councillor Remuneration

All elected Councillors shall receive a set honorarium paid monthly to compensate for regular scheduled standing Council meetings (2 meetings/month), AGM and Council organized community meetings. The Set Honorarium will be set at \$500.00 and will be process through the Wei Wai Kum payroll process.

In addition, Councillors are entitled to receive a full-day honorarium at a rate of \$250.00 or half-day honorarium at a rate of \$125.00 whichever is applicable, for attending additional Council meetings and external meetings. Meetings must be:

- a. at least one hour in duration;
- b. related to subjects within the Councillor's Responsibility Subject Area;
- c. committee meetings that they have been assigned to sit in;
- d. performing Council duties at any other external meeting or event as required; and
- e. must be directed to attend by a quorum of Council.

A full-day meeting is a meeting extending greater than 3 hours. A half-day meeting is a meeting lasting 1 to 3 hours maximum. Honorarium is paid per meeting but the maximum daily honoraria payment per

Councillor is 1 full-day and 1 half-day honoraria if multiple eligible meetings are attended in one day (e.g. a full-day meeting and a meeting in the evening of the same day).

Councillors are not entitled to honorarium for attending community gatherings as a Community Member where no official duties are performed.

Councillors must be in good financial standing with Wei Wai Kum Nation and are required to pay back in full or make arrangements to pay back, any outstanding monies owed to the Nation.

From time to time, a review of the compensation and allowances for elected officials outlined in this Remuneration Policy will be reviewed. At a minimum, this policy will be reviewed once every two (2) years by the Band Manager and Financial Controller, making recommendations to Council, if applicable.

6. Councillor Honorarium Approval (External Meetings)

Each Councillor shall submit to the Chief Councillor by the 5th day of the following month, all claims for external meeting honorarium for approval. The Chief Councillor will ensure all submissions for external meeting honorarium meets the criteria for payment as noted in section 5 above.

If a Councillor submits a request for honorarium payment that does not meet the criteria in section 5, the Chief Councillor shall contact the Councillor to discuss the reasons the honorarium will not be paid. If there is a dispute regarding an honorarium payment that cannot be resolved between the Chief Councillor and the Councillor, the matter shall be brought to Council as a whole and a quorum of Council shall make the decision on whether the honorarium payment shall be made.

Once honorarium submissions are approved by the Chief Councillor, they shall be forwarded to Payroll for payment.

7. Attendance

The Chief Councillor and Councillors shall attend all duly called Council meetings, with the exception where they have Council pre-approved absences.

The Chief Councillor and Councillors must attend external meetings relative to their Responsibility Subject Area as directed by Council as a whole. To be eligible to receive the external meeting honorarium, each Councillor must provide a short, summary of the meeting outcomes and decisions at the next Council meeting. The report can either be verbal or written.

The Chief Councillor and Councillors must attend the Nation's Annual General Meeting unless excused by the Council for reasonable cause and must report to the Assembly about their Responsibility Subject Area or other applicable business each are involved in.

The Chief Councillor or Councillors will be deducted \$250.00 from their honorarium if they are absent, without securing prior authorization from Council, for any duly convened Council meeting. The Chief

Councillor and Councillors can be excused for various reasons including sickness (themselves or immediate family members), emergencies, vacation leave, absence due to Council business, death in the family or any other reasonable explanation approved by Council. The final decision to deduct the \$250.00 per meeting will be made by Council quorum.

A Councillor's monthly honorarium may be suspended by direction of Council after he/she has missed three (3) consecutive duly convened Council meetings with or without Council approval.

If the Chief Councillor or any other Councillor is in violation of this Policy or any other Policy he/she is bound by, the Council may impose a penalty on him/her that may include suspension of the Chief Councillor or Councillor's duties and authority. A quorum of Council will decide if the suspension will be with or without remuneration and the period it will be in force.

8. Group Benefits and Pension

The Chief Councillor will be eligible to receive any benefits under any existing band employee dental and medical plans and to participate in any existing registered pension plan for their elected term in office.

Councillors will be eligible to participate in any existing registered pension plan available with the Nation while in office. To be eligible for payments for external meeting honorarium into the pension plan contributions, Councillors must meet the deadline for monthly honorarium submissions for approval by the Chief Councillor.

Payments to the benefit or pension plans will be made through the payroll system.

The Chief Councillor and other Councillors will be removed from the benefit and pension plans at the end of his/her term or if they leave office before the end of their term, whichever is sooner. Pension contribution withdrawals will be bound by requirements set out in the Wei Wai Kum plan provider and Federal Government regulations.

9. Loss of Pay

Councillors that experience a loss of pay from an external employer due to attending meetings on behalf of Wei Wai Kum Nation are paid the set honorarium or external meeting honorarium to compensate for their service to the Nation. No additional compensation will be paid. However, best efforts will be made to schedule meetings beyond the regular bi-monthly Monday to accommodate these Councillors whenever possible.

10. Severance Pay

The Chief Councillor is eligible to receive a salary for his/her term in office but are not eligible for severance at the end of their term or if they leave office before the end of their term.

The only instance where severance may be payable to an Elected Official is if said Elected Official is also an employee of the Nation. Severance situations will be determined by the Nation's Personnel Policies and Canadian Labour Law and will only be paid in relation to the Elected Official's role as an employee.

11. Travel Expenses

From time to time, the Chief Councillor and Councillors are required to travel to meetings to represent Wei Wai Kum Nation. All travel must be pre-approved by Council and will be reimbursed if on Council approved business for the Nation.

The Chief Councillor and Councillors travelling on business on behalf of the Nation will be reimbursed at annual rates published by the Treasury Board of Canada for mileage and meal allowances.

Travel must be made by the most direct route, only booking economy class and the least costly method of transportation must be taken.

The Chief Councillor and Councillors shall be responsible for room and flight change charges that are incurred where proper cancellation notice has not been provided.

Travel will be reimbursed to Councillors who are attending meetings that are:

- a. at least one hour in duration;
- b. related to their Responsibility Subject Area;
- c. Council Committee meetings on which they sit;
- d. performing Council duties at any other approved meeting or event; and
- e. have been approved by Council quorum.

The Chief Councillor and Councillors must provide a detailed travel expense claim form with original receipts attached to the Financial Controller within 5 business days of the completion of the trip.

The Chief Councillor must approve all travel expense claim forms submitted by Councillors before they are processed by the Finance department.

Meals and incidentals will be reimbursed without a receipt and according to Treasury Board of Canada allocations.

The Chief Councillor and Councillors eligible for travel expense reimbursements from Third Party organizations shall have all those reimbursements directed to Wei Wai Kum First Nation.

12.Honorarium from External Organizations

Councillors representing Wei Wai Kum First Nation on any external Boards, Committees or Working Group, are not eligible for honorarium payments from the external organization.

Councillors sitting on an external Board, Committee or Working Group as representative of Wei Wai Kum First Nation where honorarium is offered, will accept the honorarium on behalf of Wei Wai Kum Nation and shall ask that the honorarium cheque be made payable to Wei Wai Kum First Nation.

13.Liability Insurance (Errors & Omissions) or Indemnification

To protect the Chief Councillor and Councillors and Wei Wai Kum First Nation from liability risks arising from decisions associated with their performance of their Council duties, Wei Wai Kum First Nation will obtain professional Liability Insurance coverage (Errors and Omissions Insurance) to protect all elected officials from claims and lawsuits arising from failure to perform work or mistakes made in the course of Council business. Liability Insurance provides protection for the Chief Councillor and Councillors covered under the policy to fight claims through the legal or court system through reimbursement of legal costs, expenses, settlements and judgments of an elected official.

14.Return of Property

All devices provided to the Chief Councillor and Councillors by Wei Wai Kum First Nation for the purpose of conducting the Nation's business such as cellphones, laptops and iPads, must be returned to Wei Wai Kum First Nation in good working condition, unlocked, and accompanied by all cords, cables, chargers, protective covers and boxes within a week of the end of the Councillor's term in office. The Chief Councillor and Councillors will keep all historical files related to the Nation's business intact, to be passed onto his/her successor.

15.Electronic Devices (cellphone, laptop, iPads)

The First Nation issues cellphones to the Chief Councillor and Councillors so they are available in emergency situations or to conduct urgent business matters outside of normal business hours. The Council Member must sign the Wei Wai Kum Electronic Device Use form in acknowledgement of receipt of the device and their understanding of their responsibilities for device use as noted in this policy.

The use of personal cellphones is discouraged for security purposes. The maximum amount of monthly cell charges is set at \$100.00. Councillors who exceed this maximum limit may have the extra costs deducted from their monthly honorarium.

iPads or laptops are provided to Council Members so meeting packages can be downloaded instead of maintaining paper packages. Council members must accept and use these devices for this purpose and no personal data shall be stored on the device.

Wei Wai Kum First Nation's electronic devices shall be used for the Nation's business purposes only. All information stored on the cell phone, laptop, or iPad is the property of the Nation. Text messages, voicemail messages, photographs, videos and official Wei Wai Kum First Nation records created and/or stored on the electronic devices are to be managed appropriately and in accordance with the Nation's operational and information management policies.

The First Nation's electronic devices Must not be used:

- to download music or videos;
- to store personal photographs;
- to conduct illegal activities or any activities that are harmful to the First Nation; or
- while operating a motor vehicle.

If a cell phone is stolen, lost or damaged while in the care of the Council Member, he/she may be asked to replace the phone. The Council Member is required to report lost or stolen electronics immediately to the Band Manager for the security of private and confidential information.

Appendix A: Chief Councillor Salary Grid Calculator

The following grid provides a tool for calculating the annual salary and honorarium payments for the Chief Councillor. The formula guides the calculation of annual salary payments using percentage payment increases to the base level. These percentage increases are based on an assessment of the following criteria for the Chief Councillor:

- Relevant experience/education;
- Complexity of the responsibilities including Responsibility Subject Area (e.g. economic development, education, social development) and additional duties;
- Terms in office;
- Years in a related board/governance role; and
- Complexities associated with managing revenues from a variety of own- and other source revenues.

Examples of a salary/honorarium calculation based on a scenario for a Chief Councillor are provided at the end of the grid.

CHIEF COUNCILLOR COMPENSATION GRID

Annual term compensation Range: Base = \$80,000 Maximum = \$112,000

The grid below provides an incremental amount to be added to the base salary compensation using an assessment of key qualifying criteria. The intention with respect to the range of incremental amounts is to calculate on a common set of criteria the actual annual honoraria to be paid to the Chief Councillor.

Relevant Experience/Education	2-3 years	4-6 years	6+ years
Percentage increase to base honorarium	5% (\$4,000)	8% (\$6,400)	10% (\$8,000)

Years in Office	4 - 8 years	8 – 12 years	12 - 16 years
Incremental increase the honoraria amount	5% (\$4,000)	8% (\$6,400)	10% (\$8,000)

Related and relevant Indigenous governance/board experience	1 – 4 years	4+ years
Incremental increase to honoraria amount	5% (\$4,000)	10% (\$8,000)

Complexity (including Responsibility Subject Areas)	1 – 2 Responsibility Subject Areas	3 – 4 Responsibility Subject Areas	4+ Responsibility Subject Area
Percentage increase to base honoraria	5% (\$4,000)	8% (\$6,400)	10% (\$8,000)

Example Scenario – Annual Term Compensation for the Chief Councillor:

Base compensation = \$80,000

4 - 6 years relevant experience/education = \$6,400

4 - 8 years in office = \$4,000

4+ years related Indigenous Board experience = \$8,000

4+ Responsibility Subject Areas = \$8,000

Total Annual Term Compensation = \$106,400

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Appendix C: Electronic Devices – User Acknowledgement Form

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