



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:

“Elected Official”: means the Chief Councillor or Councillors of Wei Wai Kum Nation, duly elected in accordance with the *Wei Wai Kum Nation Election Code*.

“Honorarium”: a fee paid to Councillors when attending meetings on behalf of Wei Wai Kum Nation.

“Responsibility Subject Area”: areas under the oversight of a portfolio assigned to a Wei Wai Kum Councillor.

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 is a full-time employee of the Nation and paid a base salary of \$80,000 - \$112,000 per year based upon experience and education, plus employee benefits (medical, dental and pension). This salary is based upon the Wei Wai Kum Salary Grid and is paid for the Chief to participate in regular, portfolio, community meetings (including AGM) and undertake the additional work of the Chief as outlined in these policies.

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. In addition, the Chief is entitled to 15 sick and/or cultural days. Any days of leave beyond this amount will be deducted from his/her vacation time or salary accordingly.

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The Chief will have a salary deduction for all unapproved missed meetings over 3 consecutive meetings.

The Chief Councillor during his/her term will not work for the Nation in any other capacity (contractor or sub-contractor), 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.

The Chief Councillor is eligible to receive a salary for his/her term in office but is not eligible for severance at the end of their term or if they leave office before the end of their term; the paid salaried position is strictly for acting in the role of Chief Councillor

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

Council members are paid an annual salary of \$13,000 paid bi-weekly (this covers honorarium for two standing Council meetings per month) and covers additional time requirements outside of meetings (e.g. meeting prep, materials review, research and response). In addition, an honorarium of \$250 will be paid for each additional meeting to undertake the work of Council, including but not limited to portfolio, committee, and community meeting participation.

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 meetings in addition to the two standing meetings per month. 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).

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

Councillors representing Wei Wai Kum First Nation on any external boards, Committees or Working Groups are not eligible for honorarium payments directly from the external organization. All external honorarium will be directed and payable to Wei Wai Kum Nation.

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.

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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 and Council members 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. 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.

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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

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.

Council members are reimbursed for the following travel expenses when on approved Council business:

- a. Mileage at the current Treasury Board rate;
- b. Meals at the current Treasury Board rate;
- c. Accommodation will only be at the most reasonable rate (and reimbursed with submission of a valid receipt); and
- d. Mileage and meals that may be billed for with strategic funding partners will be invoiced at the funder's approved rate and added to the Council budget.

Travel time if required for day(s) in addition to the day attending the meeting, will be compensated by an additional honorarium payment for travel and will be paid as an additional 1-day honorarium of \$250 for travel time up to 7 hours (daily honorarium rate). Discretion should be exercised in submitting travel time honorarium requests when combining travel on Nation business with personal travel.

12. Honorarium from External Organizations

Council will ensure that wherever possible any work undertaken by Councillors and the Chief where reimbursement of honoraria may be provided for, is invoiced and paid to the Nation in a timely manner. All externally funded honoraria for Council will be pooled into to the Council budget for payment according to the rates outlined in this policy.

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13.Amendment to Council Remuneration Policy

Before Council makes an increase to allow for additional funds for meetings or to increase remuneration:

- a. The Financial Controller must first confirm that there is the budget to support the increase;
- b. All Council members must approve the increase; and
- c. As a substantive decision must be brought to the Community. Notification will be provided as outlined in the *Governance Manual*.

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Appendix A: Chief Councillor and Councillor Salary Grid Calculator

The following grid provides a tool for calculating the annual salary 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 calculation based on a scenario for a Chief Councillor are provided at the end of the 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 salary to be paid to the Chief Councillor.

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

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

Related and relevant Indigenous governance/board experience		4+ years
Incremental increase to salary amount		5% (\$4,000)

Complexity (including Responsibility Subject Areas)	1 – 2 Responsibility Subject Areas	3 – 4 Responsibility Subject Areas	4+ Responsibility Subject Area
Percentage increase to base salary	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 = \$4,000

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

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

4+ Responsibility Subject Areas = \$8,000

Total Annual Term Compensation = \$100,000

Chief Salary Cost Recovery Compensation:

- Treaty (Honoraria) - \$30,000
- DISC Ec Dev - \$30,000
- Hydro Capacity - \$15,000
- Nanwakolas (honoraria) - \$4,000
- Total \$79,000
- Shortfall Cost to Band = \$21,000

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Simplified Budget Estimate for Council Renumeration

- Annual Base - \$13,000
- 5 additional meetings / month @ \$250 - \$1,250 x 12 months = \$15,000
- Councillor Annual - \$28,000
- 7 Councillors Total = \$196,000

Cost Recovery Estimate:

Payback meetings for: Nanwakolas, A-tlegay, Sasamans, Treaty, Forestry, speakers' honoraria, openings/ blessings etc.


- Estimate 2.5 / 5 monthly meetings recoverable @ avg. of \$225 / mtg. = \$562.50 / month
- \$6,750 / year / Council member
- Total for all Council = \$81,000
- Estimated Shortfall Cost to Band = \$115,000

Total Cost of Chief and Council Governance Cost

- Chief Salary - \$100,000
 - Council Honoraria - \$ 196,000
 - Travel - \$50,000 (est. 80% reimburse)
 - Estimated Total = 346,000
-
- Less \$79,000 + \$81,000 + 40,000 = 200,000
-
- Estimated Total Cost to Band = \$146,000

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Appendix B: Travel Claim Form

	Campbell River Indian Band Office	Phone (250) 286-6949
	Campbell River, BC	Fax: (250) 287-8838
	Canada, V9W 5W8	Toll Free 1-877-286-6949
TRAVEL EXPENSE		
CLAIMANT NAME:		
PURPOSE OF MEETING:		
PLACE OF MEETING:		
DATE(s) OF MEETING		
TRAVEL EXPENSE DETAILS:		
		AMT:
MILEAGE FOR FUEL\GAS	X 0.58 KM	= \$
	X \$ 19.45 Breakfast	= \$ -
	X \$ 19.20 Lunch	= \$ -
	X \$ 48.15 Dinner	= \$ -
	Total daily	\$ 86.80
	X days	= \$
Private/non-commercial	x \$50.00 per night	= \$
	x \$17.50 Hotel Incidentals	= \$ -
**** (Incidental Allowance for overnight Accommodations Only)		
	Qua.	Cost
HOTEL PER DAY:		=
GST ON HOTEL PER DAY:		=
AIRLINE:		= \$
FERRY:		= \$ -
TAXI:		= \$
OTHER: PST Accommodation		= \$
	TOTAL EXPENSES CLAIMED:	= \$ -
		LESS GST- #1280
		\$
		TOTAL LESS GST =
		\$
SIGNATURE: _____		
CHEQUE # _____	ACCOUNT\DEPT CHRGED TO: _____	
APPROVED BY: _____	ACCOUNT\DEPT CHRGED TO: _____	