



CURVE LAKE FIRST NATION COUNCIL REMUNERATION AND HONOURARIUM POLICY AND PROCEDURES

Policy Framework and Support Procedures to guide and properly manage Curve Lake First Nation Remuneration, Honourariums and Expenses.

Approved by Council on May 11, 2022.

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INTRODUCTION

Purpose:

The purpose of this Policy is to establish common policies, procedures and rates for Curve Lake First Nation elected Chief, Councillors and appointed community representatives to formal Council committees. 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 any relevant laws.

Exclusions:

There are no exclusions as this Policy applies to all Chief and Council.

Responsibilities:

Council is responsible to ensure that Policy is in place to ensure transparent and effective governance.

Administration is responsible to ensure that the Policies and Procedures of the Curve Lake First Nation are followed and to identify areas of policy concern.

Human Resources is responsible to ensure employment practices and procedures conform to legislation and the approved Curve Lake First Nation Policies.

Employees are responsible to meet the requirements of this policy and their job description, and carry out the functions in a professional manner.

Applicability:

Where there is a material conflict between this policy and the *Policy and Guidelines for Chief and Council*, the *Policy and Guidelines for Chief and Council* will take precedence. Expense reimbursement rates are set out in the *Financial Management Policy, Section 16 "Travel."*

Review:

This policy will be reviewed at least every three (3) years prior to each election and may be amended from time to time.

Dates:

This policy was approved on May 11, 2022.

DEFINITIONS

IN THIS POLICY,

“Council” means the Council of the First Nation

“Councillor” means an individual elected to the Council of Curve Lake First Nation. Councillor includes the “Deputy Chief”

“Community Representative” means a community member who has been appointed by Council to a Committee of Council

“Curve Lake First Nation” means Curve Lake First Nation and any of its entities, including corporations, partnerships, joint ventures or any of its unincorporated associations or organizations that must report financial results on a consolidated basis in accordance with generally accepted accounting principles.

“Expenses” include the costs of transportation, accommodation, meals, hospitality, and incidental expenses

“Member of Council” means elected councillor’s and the Chief.

“Non-Monetary Benefits” means benefits that are not, or cannot be, directly measured in terms of monetary units. Examples include minor non-cash gifts, food at meetings or cultural events, public recognition, and in-house education and training.

“Portfolio Councillor” means a Committee of Council for which the Councillor has been appointed as Chair of the Committee

“Remuneration” means any salaries, wages, commissions, bonuses, fees, honoraria and dividends and any other monetary benefits – other than the reimbursement of expenses and non-monetary benefits

CHAPTER 1 – HONOURARIUM

TOTAL ENTITLEMENT

1. The amounts stated in this policy are the complete entitlements of any Member of Council and Community Representative.

HONOURARIUM AMOUNTS

1. Each Councillor shall receive an honourarium of \$18,000 per fiscal year paid in monthly installments.
2. The Deputy Chief shall receive an honourarium of \$20,000 per fiscal year paid in monthly installments.
3. The Chief shall receive an honourarium of \$80,000 per fiscal year paid in monthly installments. This amount shall include benefits. The Chief shall not be entitled to the pension contribution made by the First Nation.
4. Community Representatives serving on a committee of council shall receive \$75 honourarium for each duly convened committee meeting attended.
 - a. If a community representative takes minutes, they shall receive an additional \$50 honourarium each time.
 - b. Community Representatives will be paid monthly.
 - c. If a meeting is cancelled with less than twenty-four (24) hours' notice, than the Community Representative shall receive honourarium for the cancelled meeting. For greater clarity, where there is more than twenty-four (24) hours' notice to cancel a meeting than no honourarium shall be paid.

HONOURARIUM AND EXPENSE REIMBURSEMENT FROM OTHER SOURCES

1. Members of Council representing Curve Lake First Nation on any external Boards, Committees or Working Groups, are not eligible for honorarium payments and travel expense reimbursements from the external organization. Members of Council sitting on an external Board, Committee or Working Group as representative of Curve Lake First Nation where honorarium and travel expense reimbursement is offered, will accept the payment on behalf of Curve Lake First Nation and will ask that the honorarium and travel reimbursement cheque be made payable to Curve Lake First Nation. In any instance

where the honorarium and travel reimbursement is paid directly to the member of Council, the Member of Council will immediately give the funds to Curve Lake First Nation. The funds returned to Curve Lake First Nation will be deposited and credited to the appropriate expense account to offset general government costs.

2. If Council appoints a Community Representative from a Committee to an external board, governing body, or institution as the representative of Curve Lake and there is compensation provided by the board, governing body, or institution than the Community Representative shall be permitted to keep any compensation including travel and per diem paid by the external entity. The Community Representative shall not be entitled to recover costs from Curve Lake First Nation.
3. Where the external entity does not cover travel costs, the Community Representative must have approval of Council to receive travel and honorarium.

COUNCIL DISCIPLINE

1. Council shall retain the authority to discipline members by a corresponding reduction in honourarium pursuant to any policy they may approve and in accordance with the *Policy and Guidelines for Chief and Council*.

CHAPTER 2 – TRAVEL

COUNCILLOR TRAVEL

1. Each Councillor shall be provided a budget of \$5,000 for travel in each fiscal year.
2. A Councillor will not be reimbursed for travel costs in excess of \$5,000 per fiscal year unless otherwise approved by Council to recognize an unusual and extraordinary circumstance.
3. A Councillor's budgeted travel allowance is not transferable to another Member of Council.

CHIEF TRAVEL

1. The Chief shall be provided a budget of \$20,000 for travel in each fiscal year.

2. The Chief will not be reimbursed for travel costs in excess of \$20,000 per fiscal year unless otherwise approved by Council to recognize an unusual and extraordinary circumstance.
3. The Chief's budgeted travel allowance is not transferable to any Councillor.

COMMUNITY REPRESENTATIVE TRAVEL

1. Community Representatives have a \$0 travel budget because they are not expected to incur travel expenses while fulfilling their committee duties. Council may approve travel expense reimbursement to a Community Representative to recognize travel to cultural events or other Curve Lake First Nation business purposes when the Community Representative's attendance will be beneficial to the First Nation.

CHAPTER 3 – CHIEFS ATTENDANCE

1. The Chief is entitled to three (3) weeks of paid annual leave per year of their term during which there will be no reduction in the Chiefs honourarium.
2. The Chief is entitled to be absent for a total of three (3) Council meetings and three (3) portfolio meetings per year of their term for illness or family matters which there will be no reduction in the Chiefs honourarium.
3. For all absences from Council meetings not covered by the provisions above for annual leave or illness or family matters, the Chief's honourarium the following month will be reduced by 5% per missed Council meeting.
4. For all absences from portfolio meetings not covered by the provisions above for annual leave or illness or family matters, the Chief's honourarium the following month will be reduced by \$75 per missed portfolio meeting.
5. The Chief will forfeit \$250.00 for each missed meeting (regular scheduled meeting, special meeting, community meeting, and all other meetings where Council are expected to attend) unless there has been at least forty-eight (48) hours' notice by the Chief in accordance with the procedures set out in the *Policy and Guidelines for Chief and Council*.

CHAPTER 4 – COUNCILLOR’S ATTENDANCE

1. Council members are entitled to be absent for a total of three (3) Council meetings and three (3) portfolio meetings per year of their term for illness or family matters which there will be no reduction in their honourarium.
2. Absences from Council and Committee meetings shall be dealt with under the *Policy and Guidelines for Chief and Council*.
3. Councillors will forfeit \$250.00 for each missed meeting (regular scheduled meeting, special meeting, community meeting, and all other meetings where Council are expected to attend) unless there has been at least forty-eight (48) hours’ notice by the Council member in accordance with the procedures set out in the *Policy and Guidelines for Chief and Council*.

CHAPTER 5 – REPEAL

1. *Curve Lake First Nation Financial Management Policy, Section 17 and Appendix “F” “Chief and Council Honorarium”* is hereby repealed and severed.
2. All provisions within other policies that concern honourariums are hereby repealed and severed.
3. For greater clarity, no provisions within this policy supersede the *Policy and Guidelines for Chief and Council*.

POLICY APPROVAL

This Policy was passed during a duly convened meeting of the Curve Lake First Nation Council held on May 11, 2022.



Chief Emily Whetung

Declared Conflict

Councillor Laurie Hockaday

Declared Conflict

Councillor Jeffrey Jacobs

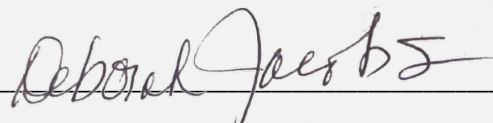
Councillor Crystal Cummings



Councillor Sean Conway



Councillor Arnold Taylor



Councillor Deborah Jacobs



Councillor Saga Williams

Declared Conflict

Councillor Nodin Knott