

Policy approved on: January 20, 2016

SRB Motion 16-1-3

Policy revised on:

Draft NWT SRB member Honoraria Policy

1 Purpose

To clarify the terms and conditions on how NWT Surface Rights Board (NWT SRB) members will be remunerated for attending to NWT SRB business.

2 Principles

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

3 Definitions

- a) Analytical Responsibilities: Means any task where a NWT SRB member is required to review NWT SRB related materials.
- b) Minister: Means the Minister of the Department of Lands, Government of the Northwest Territories.
- c) Representational Responsibilities: Means any task where a NWT SRB member has been assigned to officially represent the NWT SRB.
- d) Special Executive Responsibilities: Means any task assigned by the to a NWT SRB member by way of special assignment.
- e) Travel Time: Means time in the act of traveling, including unavoidable delays, involving transportation; including, travel to/from the airport, waiting for flight, flight time, collecting baggage and travel from airport to accommodation.
- f) Honorarium: Means monetary payment made on daily basis for services for which fees are not traditionally required. All honorariums payments are considered taxable income under the Income Tax Act of Canada.

4 Eligibility

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

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5 Provisions

- 5.1 The honorarium rate for NWT SRB members and the Chairperson is consistent with the GNWT Financial Administration Manual (FAM). The rate is \$325 for members and \$400 for the Chairperson with the following exceptions:
- i) Acting Chairperson: \$400 where the Acting Chairperson is required to act in the place of the NWT SRB Chairperson.
 - ii) 50% per half day (i.e., 3.5 hours) or less worked on business for a Chairperson or member, for each day of meetings.
 - iii) Committee Chairperson: \$400 in which the Committee Chairperson chairs meetings intended to address Committee business.
- 5.2 NWT SRB members are eligible for honouraria for the following:
- i) NWT SRB Board Meetings: For each day an NWT SRB meeting is scheduled which the NWT SRB member attends in person or by teleconference.
 - ii) Other meetings: Meetings associated with Special Executive and Representational Responsibilities, Site Visits and Travel Time.
 - iii) Analytical: NWT SRB members may be paid up to four (4) Honouraria per month to undertake Analytical Responsibilities. Additional analytical Honouraria must be approved by a NWT SRB motion.

A new NWT SRB member may be paid a special analytical allowance of up to five (5) Honouraria for orientation to NWT SRB roles and responsibilities, relevant legislation, processes, and other related topics.
 - iv) Professional Development: Subject to approval pursuant to the NWT SRB Professional Development Policy; and in the absence of such a Policy, the Chairperson.
- 5.3 NWT SRB members shall maintain a chronological record of time spent on NWT SRB business associated with Special Executive and Representational

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Responsibilities. The record shall describe the nature of the NWT SRB business attended to and the time spent to the nearest hour. If the activity is less than 7.0 hours per day, the time must be aggregated.

- 5.4 The NWT SRB Chairperson may claim up to 5 days honorarium per 4-week period to carry out NWT SRB business.
- 5.5 Only one honorarium payment shall be made for a twenty-four-hour calendar day.
- 5.6 Honouraria may be paid once monthly based on claims submitted.
- 5.7 No Honouraria payments will be made before Honouraria earned.
- 5.8 Clause 5.2 ii) notwithstanding; NWT SRB 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 equivalent to the more economical option.
- 5.9 Weekend duty travel should be minimized and only be done when necessary for undertaking NWT SRB business and pre-approved by the Chairperson.

6 Approval Authority

- 6.1 NWT SRB member remuneration is established by the GNWT FAM.
- 6.2 The Chairperson shall ensure that all NWT SRB remuneration is provided in accordance with the FAM.
- 6.3 The NWT SRB Chairperson or, in his/her absence, the NWT SRB Acting Chairperson shall review and authorize processing for payment of each regular NWT SRB member Honouraria claim.
- 6.4 The Board Acting Chairperson shall review and authorize processing for payment of each Board Chairperson Honouraria before approving payment.
- 6.5 NWT SRB member honouraria payments must be authorized by at least two persons with appropriate NWT SRB spending authority.
- 6.6 Additional honorarium in excess of the provisions of section 5 above are subject to approval by the NWT SRB.

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Approved by the NWT Surface Rights on December 13, 2015.

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Louie Azzolini

Chairperson, NWT Surface Rights NWT SRB

