

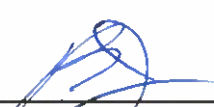


CHAMPAGNE AND AISHIHIK FIRST NATIONS

Boards and Committees Policy

Approved by First Nations Council: March 14, 2024
Effective Date: March 14, 2024

Governance Department
Champagne and Aishihik First Nation
Haines Junction | Whitehorse, Yukon



Dāh nātthe äda K'úkhjá
Chief Barb Joe



1. Vision of Champagne and Aishihik First Nations

Champagne and Aishihik First Nations

Vision Statement

*Dákwän Shadhála yè Áshèyi Kwädän dá government yè,
dän shāw ghüle du n-däsäduye shí.*

Dän dets'än shāw nàkutth'et du n-läts'än nàkune ní.

Kwädqy dän k'è, dákeyi shu dákeyi ye dákwänje shu ghàts'ukhí nü.



We, the Champagne and Aishihik First Nations people and government

Shall promote a healthy, unified and self-reliant people,

While conserving and enhancing our environment and culture.

2. Introduction

The Council nominates or appoints Citizens to represent CAFN on internal, local, and territorial Boards and Committees. Members of Boards and Committees play an important role in providing advice and recommendations to the Council.

3. Definitions

The following definitions apply in this policy:

“**Appointee**” means a person who has been appointed as a member of a CAFN Board or Committee;

“**Citizen**” means a Citizen of the Champagne and Aishihik First Nations as determined by the Constitution of the Champagne and Aishihik First Nations;





“Conflict of Interest” occurs when an individual's personal interests – family, friendships, financial, or social factors – could compromise his or her judgment, decisions, or actions on a board or committee;

“Dän Nätthe Dätth’i” or the **“First Nations Council”** or **“Council”** means the Chief, four Councillors-at-large, one Elder Councillor and one Youth Councillor of the Champagne and Aishihik First Nations;

“Employee” means a person who is hired for a wage or salary, to perform work for CAFN;

“Employer” means Champagne and Aishihik First Nations or “CAFN”;

“Enrolled” means enrolled under CAFN’s *Äghàafān (My Relatives) Enrollment Act*;

“External Board or Committee” means a board or committee that is administered by another government or organization (not CAFN), including payment of honoraria, and that Council nominates a representative(s) for appointment by another government or organization, e.g. boards and committees established by the UFA and administered by Yukon Government or the federal government;

“immediate family member” means father and mother (biological or step), legal guardian, spouse, common-law partner, grandmother and grandfather, brothers and sisters (biological or step), children (biological, adopted or step), and grandchildren (biological) or anyone whose interests could influence decision-making;

“Internal Board or Committee” or **“CAFN Board or Committee”** means a board or committee that:

- is established by Council,
- the members are appointed by Council,
- is administered/managed by CAFN, including the payment of honoraria, and/or
- reports internally to CAFN (e.g. to Council, Management Committee, a CAFN department);

“Reasonable Notice” means notice must be given in advance to all concerned, and is notice that a reasonable person would recognize as minimally acceptable under the circumstances;

“Terms of Reference” or **“TOR”** means a document with the mandate, responsibilities, accountability, and procedures for appointees to a Board or Committee.

4. Purpose

The *Dän Nätthe Dätth’i* (First Nations Council) establishes **internal** (CAFN-specific) Boards and Committees to assist them in their work in specific areas. Council also nominates people to **external** Boards and Committees, to provide representation for CAFN, to oversee specific subject matters, and to give them advice and recommendations on matters relating to government practices within CAFN.

The purpose of this Policy is to establish a fair and consistent process for notice, review, and decision-making in relation to the nomination or appointment of Citizens to Boards and Committees.





5. Scope

This Policy applies to:

- the *Dän Nätthe Dätth'i* (First Nations Council);
- Departments and Employees;
- Boards and Committees to which CAFN makes appointments or nominates a representative for appointment (both internal and external);
- the Boards and Committees Coordinator; and
- the Boards and Committees Screening Committee.

6. Appointment Process

6.1 Notice

6.1.1 Vacant positions shall be publicly posted and open to all Citizens, subject to any membership requirements in the TOR for the specific board or committee, for a reasonable notice period to allow Citizens to become aware of the opportunity and apply for it.

6.1.2 Publicly posted, in s. 6.1.1, means that vacant positions shall be posted:

- on CAFN's official social media and website;
- in hard-copy at the offices of CAFN, including offices in Whitehorse and Haines Junction; and
- in hard-copy at Da Ku.

Best efforts will be made to post in other CAFN communities, such as on community bulletin boards, and in newsletters or newspapers as appropriate and able.

6.1.3 If a vacancy is due to the death of an appointee, CAFN staff/the Coordinator will consult with members of the First Nations Council about how to proceed in a respectful manner consistent with CAFN's culture, tradition and *Dän K'e* before posting the vacancy.

6.2 Review – Boards and Committee Screening Committee

6.2.1 CAFN hereby establishes a Boards and Committees Screening Committee (the "Screening Committee") and a Boards and Committees Coordinator (the "Coordinator").

6.2.2 The Screening Committee shall include:

- the Director of Governance, or designate;
- the Director, or Director's designate, from the Department most closely related to the Board or Committee; and
- the Coordinator as an *ex officio* member to provide support to the Screening Committee.

6.2.3 All applications will be reviewed by the Coordinator.

6.2.4 If there is more than one applicant for a position on a Board or Committee, the Screening Committee shall evaluate the applicants for their suitability for the Board or





Committee and shall convene to review applications, which shall be scored based on screening questions created specific to each particular Board or Committee, and based on the following areas:

- relevant experience and education;
- current and past experience on a board or committee;
- availability to attend meetings;
- ability to deal professionally with confidential and sensitive information; and
- other criteria/qualifications determined by CAFN staff and the First Nations Council.

6.3 Decisions

Decisions will be made based on qualifications, with priority going to those applicants who have relevant experience, education and board/committee experience.

7. Terms of Reference

Internal Boards and Committees shall have a Terms of Reference consistent with the Terms of Reference Guidelines.

8. Training

- 8.1 CAFN will provide training to new members of Boards or Committees on general skills and information needed for participating on Boards or Committees. This training will include, but is not limited to, conflict of interest and confidentiality requirements.
- 8.2 Training for Boards and Committees will be offered at least once per year, and more often as needed.
- 8.3 Departments responsible for a Board or Committee may also develop additional training specific to that Board or Committee, as needed.

9. Roles and Responsibilities

9.1 *Dän Nätthe Dätth'i* (First Nations Council) is responsible for:

- establishing new internal Boards and Committees;
- appointing members to internal Boards and Committees, and nominating members for appointment to external Boards or Committees; and
- approving and amending Terms of Reference for internal Boards and Committees.

9.2 Departments are responsible for:

- recommending to the First Nations Council to establish new Boards and Committees, with consideration to financial resources, long-term cost implications, cost effectiveness and whether objectives could be met through current Boards and Committees;
- notifying the Coordinator of vacancies, upcoming term expirations, or term extensions for Boards or Committees that the Department manages;





- participating on the Screening Committee when required (i.e. appointments are needed to a Board or Committee that the Department manages);
- supporting the relevant Boards and Committees to develop or review and update its Terms of Reference, and present the Terms of Reference to the First Nations Council for approval;
- developing relevant training content for appointees and assisting with the training, as required;
- providing information and updates to Council, as needed, on the purpose and work of Boards or Committees that the Department manages; and
- providing input to the Coordinator with respect to the overall evaluation of relevant Boards or Committees and the review of individual Committee members, when requested.

9.3 The Coordinator is responsible for:

- identifying vacancies on Boards and Committees;
- advertising for vacancies in accordance with this policy, and sharing calls for nominations to other external Boards and Committees;
- receiving applications for all CAFN Boards and Committees and for external Boards and Committees to which the First Nations Council nominates members;
- coordinating the Screening Committee as needed to fill vacancies;
- presenting to the First Nations Council the Screening Committee's recommendations for appointments;
- updating the directory/list of current Board and Committee appointments, and making it available to CAFN Citizens, the First Nations Council, and Employees, upon request;
- working with Departments to ensure the Chairs of Boards and Committees complete an annual report and that the reports are shared with the First Nations Council; and
- coordinating evaluations of Boards and Committees and individual Committee members, as required.

9.4 The Screening Committee is responsible for:

- reviewing applications for appointments to Boards and Committees or for nominations to external Boards and Committees;
- evaluating and scoring applications based on the screening questions developed using the criteria listed in s. 6.2.4; and
- making recommendations for appointments based on their evaluation.

10. Employee Eligibility for Boards and Committees

10.1 An Employee may apply for a position on an internal or external Board or Committee, to which Council appoints or nominates members, with approval from their Director. An Employee will only be eligible for appointment to internal CAFN Boards or Committees that are not directly related to their job.





10.2 In deciding whether to approve an Employee's request to apply for a position on an internal or external Board or Committee, the Director shall consider:

- the Terms of Reference for the Board or Committee, which the employee shall provide to them;
- the time commitment required for the Employee to fulfill their duties on the Board or Committee;
- whether the Employee already sits on an internal or external Board or Committee;
- the operational needs of the Employee's job at CAFN and whether they can fulfil their role on a Board or Committee without impacting or interfering with their duties as an Employee; and
- whether the role on the internal or external Board or Committee may put the Employee in a direct conflict of interest with their responsibilities as an Employee.

10.3 An Employee who is appointed to an internal or external Board or Committee shall take leave from their job at CAFN to fulfil their duties on the Board or Committee, and is eligible to be paid honoraria.

10.4 An Employee who is assigned to an internal Board or Committee for resource, technical or administrative support is not eligible to receive honoraria – this is because the Employee has not been appointed to the Board or Committee but is, rather, in a support role and is being paid as an Employee.

10.5 An employee who is on or Council has appointed to an external Board or Committee as part of their role as an Employee (by virtue of the job/position or expertise they have), but not to provide resource/technical/administrative support as in s. 9.4, is not eligible to receive honoraria (if available) but will collect their wage as they are acting as an Employee.

10.6 An Employee who is appointed to an external Board or Committee shall declare that they are NOT representing CAFN Government on the external Board or Committee, unless the First Nations Council nominates them as a CAFN representative to that Board or Committee.

10.7 For the purposes of this section, the term "Employee" includes an on-call or auxiliary Employee.

11. Confidentiality

All members of Boards and Committees will sign a confidentiality agreement and be subject to CAFN confidentiality provisions for any confidential information they may have access to in their role as a Board or Committee member.

12. Conflicts of Interest

12.1 Members of Boards or Committees must be vigilant to avoid conflicts of interest in their role. Conflicts of Interest arise when a member of a Board or Committee has a material personal interest in a matter which could be seen to influence their decisions. The interest may be financial or non-financial.





12.2 A Board or Committee member who is in a position of conflict or potential conflict must immediately disclose this conflict to the Board or Committee by notifying the Chair. The disclosure must be detailed enough to explain the nature or extent of the member's conflict.

12.3 Major conflicts of interest could include, but are not restricted to:

- decisions pertaining to immediate family members,
- salaries and perks,
- misappropriation of CAFN assets,
- self-dealing (doing things in your role on a Board or Committee to benefit yourself or a member of your immediate family over CAFN), and
- appropriating opportunities and neglecting Board or Committee work.

