



## CHAMPAGNE AND AISHIHIK FIRST NATIONS

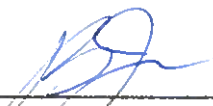
### Policy on the Payment of Honoraria

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Approved by First Nations Council: March 14, 2024

Effective Date: March 14, 2024

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



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*Dän pátthe öda K'úkhjá*  
Chief Barb Joe



## 1. Vision of the 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-däsāduye shí.*

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

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



*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

CAFN values the contribution of individuals that give back to CAFN and the community, and may show its gratitude through payment of honoraria. An honorarium is typically a payment made to an individual who is NOT an Employee, or is NOT functioning in the capacity of an Employee, in recognition of the contribution of gratuitous services to CAFN or the Community. Examples include, but are not limited to, service on a board or committee, a payment to a non-professional guest speaker or lecturer as a thank you gesture, or a token payment for other unique, incidental and infrequent services. This Policy is intended to ensure that honoraria payments by Departments/staff to Elders, Youth, members of Boards and Committees, etc., is fair, consistent and transparent.





## 3. Definitions

The following definitions apply in this Policy:

**“Adjudicative Role”** makes decisions, as where a judge or arbitrator rules on some disputed issue or resolves claims between the parties, and adjudicator must study the information provided and settle a dispute or conflict;

**“Advisory”** is appointed by the *Dän Nätthe Dätth’i* (First Nations Council) or Senior Management and makes recommendations to them to assist them with decision-making; operates under a Terms of Reference; has a medium impact on Government or CAFN as a community;

**“CAFN”** means Champagne and Aishihik First Nations/Shadhäla, Äshèyi yè kwädän;

**“Citizen”** means a Citizen of CAFN as determined by the CAFN Constitution;

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

**“Department”** means a Department of CAFN;

**“Director”** means the Director of a Department at CAFN;

**“Elders Senate”** is a branch of government established by the CAFN Constitution, composed of the Citizens who are sixty (60) years of age or older.

**“Employee”** means an employee of CAFN;

**“Expert Advisory”** is appointed by the *Dän Nätthe Dätth’i* (First Nations Council) or Senior Management and makes recommendations to them to assist them with decision-making; operates under a Terms of Reference; has a high impact on Government or CAFN as a community; a person being paid in this category brings unique knowledge and skills and is in a position to make recommendations and/or provide key information and materials;

**“Independent”** is appointed by the *Dän Nätthe Dätth’i* (First Nations Council) or Senior Management and makes decisions independently of them (Elections Committee);

**“Senior Management”** means the Executive Director, the Chief Financial Officer, or a Director-level employee at CAFN;

**“Volunteer”** means a person who agrees to provide service without expectation of a particular remuneration.

**“Youth Council”** is a branch of government established by the CAFN Constitution, composed of the Citizens who are between and including the ages of thirteen (13) and twenty-three (23).





## 4. Purpose

The purpose of this Policy is to guide CAFN's use and payment of honoraria to acknowledge individuals' contribution to CAFN, where a monetary gift is appropriate and where employment or a contract for services is not appropriate. Honoraria will be used/provided fairly, consistently, and transparently.

## 5. Scope

This Policy applies to the *Dän Nätthe Dätth'i* (First Nations Council) and Departments/Employees in the administration of the payment of honoraria.

This policy **does not** apply to the payment of honoraria in the context of Council remuneration, which is dealt with specifically in the *Remuneration Regulation*.

## 6. Honoraria Payments - General

CAFN may make payments of honoraria in the following circumstances:

- approved CAFN Boards or Committees, including those listed in Appendix "A" and any additional boards or committees agreed to in writing by Council, and any working groups, ad hoc committees or advisory committees;
- people selected as CAFN representatives to attend meetings, conferences or gatherings, e.g. a youth representative asked to attend a meeting or youth conference, or an Elder asked to attend special conferences or gatherings;
- Elders Senate and Elders Senate Executive when they are performing tasks in their roles on the Senate or Executive;
- Youth Council and Youth Council Executive when they are performing tasks in their roles on the Council or Executive;
- Delegates attending the General Assembly and any required training or other related meetings;
- cultural and traditional knowledge sharing, such as cultural workshops, language services, prayers and ceremonies, where it would be inappropriate to arrange for payment through a contract for services or employment; and
- any other groups or services where a Director deems it appropriate to use honoraria as a token of recognition and appreciation.

## 7. Honoraria Payments - Specific

### 7.1. Boards and Committees

- 7.1.1. CAFN may pay honoraria to members of a Board or Committee at the category and rate assigned to the Board or Committee consistent with the chart in Appendix "A", and consistent with this Policy, for the following activities:





- attendance at a scheduled meeting of a Board or Committee;
- attendance at an event or training where the event or training is intended to increase the capacity of a member of the Board or Committee, and for which attendance has been agreed to by the Board or Committee; and
- any extra work outside scheduled meetings where the Board or Committee, or the Chair, has requested a member to undertake a special task beyond their normal duties as a member of the Board or Committee, such as editing minutes, keeping records, conducting research or preparing a report.
  - time spent on extra work or a special task must be approved by the Board or Committee and the responsible Director.

7.1.2. CAFN may pay an additional amount to a Chair of a Board or Committee, consistent with the amount listed in the chart in Appendix "A" and not to exceed 50% of the regular honoraria rate, where the Chair is required to perform extra work (e.g. for planning and preparation, meeting facilitation, report writing or presentations) beyond the standard Board or Committee work. The higher honoraria rate for a Chair of a Board or Committee will only be paid if the cost has been budgeted and pre-approved by the responsible Director.

- Any time required for extra work outside of scheduled meetings (e.g. planning, preparation, or report writing) will not exceed half a day preparation time per one (1) day of meeting time, without prior approval by the responsible Director.

7.1.3. All members of Boards and Committees are required to sign a confidentiality agreement and honoraria will not be paid until the confidentiality agreement is signed.

## 7.2. Elders Senate/Executive and Youth Council/Executive

7.2.1. CAFN may pay honoraria to members of the Elders Senate or the Youth Council for scheduled meetings, in accordance with the rates listed in Appendix "A".

7.2.2. The Elders Senate Executive and Youth Council Executive may also receive honoraria, in accordance with the rates listed in Appendix "A", to attend scheduled meetings of the Executive and to prepare or do administrative work on behalf of their Executive.

- Any time spent on preparation, administrative work or special tasks outside of scheduled meetings that is more than two (2) days a month must be approved by the Executive and will only be paid if the cost has been budgeted.

7.2.3. CAFN may pay an additional amount to the Chair of the Elders Senate Executive or the Youth Council Executive, consistent with the amount listed in the chart in Appendix "A", where the Chair is required to perform extra work (e.g. for planning and preparation, meeting facilitation, report writing or presentations) beyond the





standard work of the Executive. The higher honoraria rate for the Chair will only be paid if the cost has been budgeted.

## 7.3. General Assembly Delegates

7.3.1. CAFN may pay honoraria to delegates attending the General Assembly (the "GA"), a special GA, and training sessions.

7.3.2. Delegates will only receive the full honoraria rate if they attend the full day of meetings. For GA delegates who only attend for a partial day, their honoraria will be pro-rated based on the amount of time they were in attendance and in accordance with the CAFN Policy for the Administration of the General Assembly. GA honoraria rates are listed in Appendix "A" of this Policy.

## 7.4. Cultural and Traditional Knowledge Sharing

7.4.1. A department may ask that a Citizen provide cultural or traditional knowledge sharing. Citizens under this section may be paid an honorarium in accordance with the rates listed in Appendix "A", where a contract for services or employment is not appropriate. The payment of honoraria under this section of the Policy is to recognize Citizens in their work to sustain CAFN's community, culture, traditions, and history.

7.4.2. Some examples of the types of cultural or traditional knowledge sharing contemplated in this section are:

- sharing knowledge, wisdom, and history;
- provide language or translation services;
- performing, such as singing, dancing, or drumming, at community gatherings; and
- performing or guiding ceremonies.

## 8. Honoraria Rates

8.1. Honoraria paid under this Policy shall be paid in accordance with the rate schedules in Appendix "A".

8.2. Rates are calculated based on either a full day rate or a half day rate, unless an hourly rate is provided in the rate schedules in appendix "A".

8.2.1. Full day rates are paid to people when they are participating in the activity that is eligible for honoraria for more than 4 hours.

8.2.2. Half day rates are paid to people when they are participating in the activity that is eligible for honoraria for up to and including 4 hours, and is half of the full day rate.





8.2.3. If a person who is eligible for honoraria under this policy does not attend/participate for the fully scheduled time, then the amount of honoraria to be paid may be pro-rated.

8.3. CAFN does not pay honoraria under this Policy for the following:

- time spent travelling to/from a scheduled meeting, training, or event;
- travel expenses (if a Citizen is eligible to have expenses paid for travel to a scheduled meeting, training or related event) are paid separately and are not governed by this Policy; or
- CAFN employees who are participating in a meeting, event, or activity that is otherwise eligible for honoraria, when they are participating in their capacity as an employee.





**Appendix A  
Honarium Rates**

Categories and Rates

Category	Description	Examples	Full day Rate	Chair Rate*
Category A - Youth	Youth attending a meeting, conference or gathering as a CAFN Youth representative	LCAC Modern Treaty Simulation	\$150	n/a
Category B – CAFN representative	CAFN Citizen (excluding Youth) attending a meeting, conference or gathering as a CAFN representative		\$200	n/a
Category C – Advisory	Groups, Boards or Committees with an advisory role, that makes recommendations, and/or has a medium impact on Government or CAFN as a community	Housing Committee Lands Committee Language, Culture and Heritage Advisory Committee (“LCHAC”)	\$300	\$400
Category D – Independent/Expert Advisory	Groups, boards or Committees with independent decision-making authority or arms-length from Government/Council, and/or where members bring unique skills or knowledge, and/or that provide key information for high-impact decision-making	Election Board Constitutional Committee	\$350	\$500
Category E – Adjudicative	Group, Board or Committee with an	[Not currently in use]	\$400	\$600





# CHAMPAGNE AND AISHIHIK FIRST NATIONS

	adjudicative or quasi-adjudicative role, that resolves disputes or conflicts, and makes decisions			
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## Elders Senate and Youth Council

	Rate	Chair Rate*
Elders Senate	\$200	
Elders Senate Executive	\$300	\$350
Youth Council	\$100	
Youth Council Executive	\$225	\$275

## General Assembly Delegates

	Daily rate
For GA meeting days, training and other approved delegate meetings	\$225

## Cultural or Traditional Knowledge Sharing

	Daily rate
Cultural or traditional knowledge sharing	\$300

## Other

	Daily rate
All other honoraria	\$200 - \$300

\*Chair Rate – the Chair Rate will only be paid when a Chair is performing extra duties required of the Chair

