



**Chalo Independent School Society – Policy 1010**

**Community Education Authority Honorarium Policy**

<p><b>Policy Number:</b> 1010  <b>Section:</b> Chalo School  <b>Sub-Section:</b> Board Governance &amp; Administration  <b>Interpreter:</b> Principal/Education Director  <b>Authority:</b> CEA  <b>Development Date:</b> July 30, 2019  <b>Effective Date:</b> September 12, 2019  <b>Review by Date:</b> September 12, 2020</p>	<p><b>References and Related Document</b></p>
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**Policy Spirit and Intent**

Members of the Community Education Authority are expected, in the course of carrying out their duties, to attend local education meetings and events and occasionally travel to represent the Chalo Independent School Society and Fort Nelson First Nation at out of town conferences and events. Members are not employees of the Chalo School and as such do not receive payroll, however they are to be fairly compensated for carrying out their duties as elected officials, in the form of honoraria.

**Definitions**

1.1 “*Honorarium*” for the purposes of the Community Education Authority Honorarium Policy will refer to payment for time spent carrying out the duties of a CEA member; non-taxable and non-benefited

**Policy Statement**

2.1 The CEA Honorarium Policy sets out the rules according to which honoraria will be awarded, to ensure that members are fairly compensated for carrying out their duties as elected representatives.

2.2 Eligibility honorarium will be provided to members for the conducting of CEA business. Eligible CEA business must be approved by a quorum of CEA and may consist of, but is not limited to:

- a. Regular Scheduled CEA Meetings
- b. Special CEA Meetings
- c. Community/School Meetings
- d. Committee Meetings
- e. Board Meetings
- f. Negotiations
- g. Meetings with governments, organizations and industry partners
- h. Workshops
- i. Conferences
- j. Training
- k. Hosting/Acknowledgements
- l. Travel
- m. Traditional Village Tours
- n. CEA Preparation Time
- o. Interview panel



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2.3. Meeting/Event length will be determined by the official opening and closing times of the meeting /event. A member who attends a portion of a meeting/event will be awarded honorarium according to the below rates in proportion to the time he/she was in attendance.

2.4. Member arrival and departure times will be recorded and maintained by the Clerk to CEA.

2.5. The number of members designated to represent Chalo School and Fort Nelson First Nation at a given meeting/event is left to the discretion of a quorum of CEA.

#### 3.1. Honorarium Rates

The following rates will apply:

- a. Full day – FD (3.5 hours or more) = \$275.00
- b. Half Day – HD (under 3.5 hours) = \$137.50
- c. Under 2 hours by choice – U2 (per hour) = \$39.29

#### 3.2. CEA Preparation Time

- a. Members are eligible to receive honorarium for one prep day (\$275) for each week that there is a regularly scheduled CEA meetings. This time is to be utilized for reviewing documents necessary to participate fully in the CEA meeting and prepare for any other duties they are expected to carry out in their role as a member during that week.

#### 3.3. Travel

- a. Members are eligible to receive honorarium for time spent travelling to and from events that have been pre-approved by a quorum of CEA. The following rates apply:
  - Travel time of under 3.5 Hours = \$137.5
- b. All other travel expenses are subject to the guidelines set out in the Chalo School Travel and Reimbursement Policy (flights, accommodations, mileage, per diems, incidentals, etc.).

#### 4.1. Dispute Resolution

- a. Any disputes arising from the interpretation of this policy must be presented at a duly convened meeting of the CEA, for resolution at the discretion of a quorum of members present.
- b. Dispute resolution measures may include but are not limited to:
  - Issuance of additional honorarium
  - Non-payment of requested honorarium
  - Recovery of an overpayment of honorarium
  - Revision of the Community Education Authority Honorarium Policy

#### 5.1. Policy Review

- a. The Community Education Authority Honorarium Policy shall be reviewed annually, following the approval of the Budget.

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**Dated** at Fort Nelson, British Columbia on: \_\_\_\_\_ September 12, 2019 \_\_\_\_\_

Approved, Signed, Sealed and Delivered by the Chalo Independent School Society Community Education Authority (Board).

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Chair, Chrystal Fincaryk

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Vice-Chair, Kyla Kotchea

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Director, Santana Behn

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Director, Coreen Loe

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Director, Roberta Michel

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Council Director, Theresa Fincaryk Sutherland

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Chief, Sharleen Gale