



# TAKLA NATION

HEALTH ■ PROSPERITY ■ TRADITION

## **TAKLA NATION Volunteer and Honoraria Policy**

### **Policy Statement**

At times community members are invited to contribute in specific ways with various Nation-authorized activities. Takla Nation Chief and Council may wish to recognize these contributions to the work of the Nation by providing honoraria to individuals.

The Nation is committed to demonstrating fairness, equity and transparency for how individuals are selected and paid for participating in these activities.

### **Rationale**

This policy and related procedures are designed to promote consistency in identification and appointment of individuals for certain Nation-authorized activities and to define the payment of any honoraria to these volunteers.

### **Principles**

All participation is voluntary, and individuals will be invited to apply through an open process, with identified criteria. Council or delegated administrators will make the final selection and appointment of volunteers.

Selection will apply, and honoraria may apply to events requiring:

- Socio-cultural expertise, i.e. drumming, translation, on-the-land activities
- Chaperones for authorized Takla Nation trips for youth and/or elders, and for activities with youth and/or elders and/or individuals with special needs
- Designated youth or elders specifically representing Takla Nation at approved events, i.e. provincial elder gatherings, regional meetings
- Designated individuals representing Takla Nation in industry and/or government meetings
- Other areas requiring specialized knowledge, identified in advance by the Nation and open to applications for participation
- Cooking and cleaning support for activities

Honoraria rates are established by Council and reviewed regularly. Rates differ depending on the activity, amount of time volunteered, and the level of responsibility the individual assumes by participating.

Takla Nation adheres to the Personal Information Protection and Electronic Documents Act (PIPEDA) regarding personal information of volunteers.

## Scope/Limitations

This policy applies to Nation-authorized events and activities; it does not apply to external activities to which Takla Nation may contribute partial or full funding.

This policy applies to volunteers approved by the Nation to provide specific expertise or services that are outside the regular work responsibilities of Nation employees. This policy applies to Council-related business only; funerals, the Balh'ats and other traditional ceremonies are outside the scope.

This policy does not apply to any Takla Nation employee for whom the tasks are part of his/her work assignment or responsibility.

Council-appointed Committees and their honoraria are covered under a separate policy.

This policy applies to Nation-authorized school trips and youth trips with respect to selection and screening of volunteers and chaperones, and to honoraria provided. Additional protocols and requirements specific to school or youth trips are established separately and approved by the senior administrator as Administrative Guidelines and adhered to as part of the separate School and Youth Trips Policy.

Because the Nation is committed to health and safety and to mitigating risks, certain functions cannot be filled by volunteers, but must be filled by casual or on-call employees if regular employees cannot do the work:

- Any function specifically related to health and safety, other than a volunteer holding a First Aid ticket as part of general support to an activity
- Bus driver for certain identified trips
- Any other function the Nation determines must be performed by an employee

Takla Nation will carry appropriate insurance for volunteers engaged in Nation-authorized activities.

## Definitions

**Chaperone:** An individual 19 years of age or older selected to accompany youth or elders on trips, or to support youth or elders with activities.

**Elder:** Takla Nation member 65 years of age or older.

**Honorarium:** An honorarium is a payment made to a person that does not represent a full compensation for time and effort expended. Canada Revenue Agency (CRA) regulations state that all honoraria payments are considered taxable income under the Income Tax Act of Canada and subject to a T4A slip being issued at each calendar year-end. First Nations are not taxable, however additional forms may be required to be completed by volunteers.

**Nation-authorized:** Authorization of activities is determined by senior administration and/or Chief and Council. Nation-authorized means the Nation exercises decision-making over the full activity and assumes risk management responsibility. Partial or full sponsorship funding (cash or in-kind) for activities does not confirm authorization of the event or activity by the Nation.

**Takla Nation or Nation:** The elected Chief and Council as the authority.

**Volunteer:** An individual who is not employed by the Nation for the activities, or under contract to the Nation for the activities.

**Youth:** Individuals 19 years of age and under. In this context 'youth' is inclusive of services with and for individuals with special needs, regardless of age.

**POLICY APPROVAL SUMMARY**

Approved by: Takla Nation Council  
Original approval date: February 4, 2020  
Latest approval date:

## Volunteer and Honoraria Procedures

These procedures outline how Takla Nation will promote volunteer opportunities, appoint individuals to volunteer positions, and pay honoraria to individuals participating in Nation-authorized activities or events.

### Additional Definitions

**Authorizing administrator:** The Takla Nation manager responsible for the event or activity.

**Knowledge-sharing:** 'Knowledge-sharing' means the volunteer shares through direct teaching, dialogue with learners, or actual skills development by the learners, and through their presence.

### Procedures

#### A. Recruitment and selection of volunteers:

1. The Nation will annually identify criteria and request applications from individuals who want to participate in:
  - a. Providing socio-cultural expertise
  - b. Chaperoning youth and/or elders
  - c. Representing Takla Nation at approved events
  - d. Representing Takla Nation in industry and/or government meetings
  - e. Other identified or anticipated activities
2. As other activities/events arise during the year, the Nation will identify criteria and promote the opportunity in advance;
3. The Nation, through the Takla Administration Office, will keep current lists of interested members;
4. When an opportunity for participation is identified, staff will rotate through the list of names to determine who is qualified and available. Documentation of attempts to reach qualified volunteers, and who was selected, will be kept. Efforts will be made to provide opportunities to all qualified individuals interested in participating throughout the year;
5. If a volunteer opportunity has been identified and there are no qualified individuals in the selection cycle, the authorizing administrator may select other individuals who meet the necessary criteria. All such individuals must complete any required documentation and will receive any honorarium.

Any individual selected by the Nation:

- Is required to apply through the established process, coordinated through the Takla Administration Office;
- Is required to hold any necessary, current credentials i.e. driver's license, FoodSafe. The Nation may support or cover the costs of updating or getting credentials;
- Is required to complete any necessary criminal record checks or similar documentation as part of the application process, or at a minimum prior to the event or activity. The Nation will cover any costs associated with required checks. Outcomes of checks will only be provided to the authorizing administrator;

- Will be paid an honorarium only after they have participated in the event;
- Will receive a one-time orientation to the Takla Nation Code of Conduct prior to participation.

Any volunteer who has substantiated complaint(s) against him/her related to suitability will not be eligible to submit his/her name to the volunteer process for a minimum of one year following substantiation of the complaint. For chaperones who have substantiated complaint(s) against them, the minimum gap of time is three years following substantiation of the complaint.

If there are any questions about an individual’s suitability to participate in an activity, the final decision will be made by Council, with a commitment to safety, reputation, and risk management.

For certain events (i.e. AGA) Council recognizes the presence of Takla elders is crucial to the sharing of traditional knowledge and community leadership. In these instances, all participating elders will receive an honorarium.

Employees who wish to volunteer for activities not related to their employment with Takla Nation must provide enough notice and receive prior approval from their supervisor. Employees volunteering are not eligible for regular pay during the volunteer hours/days, but may take vacation or banked time, and are also eligible for honoraria.

If an employee is assigned by her/his supervisor to support an activity because there are insufficient volunteers available s/he will be paid regular wages and overtime as required. Employees will not be assigned to such work by anyone other than their direct supervisor or that supervisor’s line manager.

**B. Clarity regarding duties**

1. Volunteers, including chaperones, will be given a brief, written summary outlining their responsibilities.

**C. Payment of honoraria:**

1. The elected official or staff member responsible for the activity or event will sign off Honoraria Forms, waivers, Code of Conduct confirmation for volunteers;
2. Finance will process payment according to the schedule in the Purchasing & Expenditure Authority Procedures;
3. Honoraria rates are reviewed by the Takla Nation Finance Committee at least every second year, and any changes recommended to Council;
4. If honoraria are flowing through the Nation from a third party, the rates approved by the third party will be used.

**D. Current honoraria rates:**

<p>Socio-cultural activities, including translation services</p> <p>‘Knowledge-sharing’ means the volunteer shares through direct teaching, dialogue with</p>	<p>For school and community events where knowledge-exchange is requested from the volunteer.</p> <p>Responsibilities outlined in assignment summary</p>	<p>\$150 for a half day \$250 for a full day</p> <p>Plus appropriate gifts</p>
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learners, or actual skills development.	For community events, including school events if knowledge-sharing is not included (i.e. translation if instruction is not part of the role, prayer or song, camp builders (labour) for culture days)	\$75 for a half day \$150 for a full day  For camp builders \$250/event  Plus appropriate gifts
Chaperoning youth and/or elder activities  Responsibilities outlined in assignment summary	Chaperones are sometimes needed for in-community or near-community activities, to ensure the safety of participants.	\$75 for a half day \$150 for a full day
Chaperoning on trips for youth and/or elders  Responsibilities outlined in assignment summary	Chaperones are responsible for supporting multiple individuals on a Nation-authorized trip, and must abide fully by the trip codes of responsibility and conduct	Event registration costs are covered  Travel costs that are not covered as part of the group travel arrangements (exceptions are not granted, as chaperones are required to travel with the group the entire time)  \$75 for a half day \$150 for a full day
Cooking (Volunteers only; does not include individuals hired by the Nation on contract)  Responsibilities outlined in assignment summary	All cooks must have their FoodSafe certificate and provide a copy to the administrator	Cooks 1 meal \$150 with supplies provided by the Nation  2 meals \$250 with supplies provided by the Nation  If Cook provides supplies, costs are approved in advance by the administrator.  Cook helpers \$75 per meal
Individual, including youth and elders, representing Takla Nation at approved external event	The individual must be requested by Council or a senior administrator to represent their Nation at an external event (not as an official speaker)	\$150 per event plus travel costs as per Takla Nation policy, and gifts if appropriate
Cleaning		Fewer than 50 participants: \$TBA

Responsibilities outlined in assignment summary		50 or more participants: \$TBA
Presence of elders at Annual General Assembly or similar event as pre-determined by Council.		\$50 per day
Other specialized volunteer areas requiring specialized knowledge	Specialized knowledge must be identified clearly in the call for volunteers.	Rates to be set by the Director of Member Services or designate
Driver/Bus driver	Requires copies of license, driver's abstract	TBA

**E. Travel costs:**

1. All approved volunteers will receive travel and accommodation costs as per the Travel Policy and this policy;
2. Travel costs must be approved in advance by the appropriate administrator;
3. The Takla Nation Travel Policy and Procedures outlines all processes.

**F. Other:**

1. All participating volunteers (other than elders at AGA or similar approved event) are required to complete an application form annually, and to maintain their current contact information by telling the Events Coordinator of any changes;
2. The application form will indicate that the receipt of honorarium is optional. If the member is on Income Assistance or Employment Insurance, accepting the honorarium may impact benefits. It is the responsibility of the individual to investigate and make a personal decision about receiving honoraria;
3. All volunteer drivers will ensure the vehicle is insured to a minimum of \$2 million liability and all volunteer drivers will provide a copy of their license, driver's abstract and insurance as part of their initial application;
4. All honoraria payment is based on actual attendance and/or participation as agreed with the authorizing manager or coordinating staff member;
5. If an individual volunteer has received more honorarium or travel reimbursement than they are due, the additional amount will be deducted from the next cheque the individual is to receive from TN, with the signed authorization of the volunteer. Failure to authorize repayment will result in the volunteer being removed from the volunteer lists.

### PROCEDURE APPROVAL SUMMARY

Approved by:	Takla Nation Council
Original approval date:	February 4, 2020
Procedure amendments approved by:	Finance Committee
Latest approval date:	
Changes to honoraria rates approved by:	Takla Nation Council
Latest approval date:	

#### Related documents:

- Volunteer criteria template
- Volunteer application form
- Chaperone guide and pre-travel forms
  - Code of responsibility
  - Code of conduct
  - Chaperone expense and honoraria agreement
- Honoraria pre-activity form
- Honoraria payment form
- Sample letter of assignment