

Board of Directors Travel, Honoraria and Meeting Policy

Draft - August 2024

Purpose

First Nation Land Governance Registry (FNLGR) Board members receive honorariums and often need to travel, incurring expenses as they fulfill their responsibilities. The following guidelines govern honorariums and travel. The budget for the FNLGR, including travel and meeting attendance for its members, is established and approved in advance. The Registrar (CEO) is responsible for the approval, management, and administration of the FNLGR budget.

Eligible Activities

The following categories are identified as eligible reimbursable FNLGR activities:

- Policy and planning at the governance level.
- Intergovernmental relations/meetings with Canada, Parliament, provincial, regional, and municipal governments, financial institutions, etc., to implement the spirit, intent, and meaning of the FNLGR.
- Attendance at conferences and other public gatherings directly relevant to the promotion and awareness of the FNLGR, when requested.
- Political advocacy with signatory First Nations to promote FNLGR awareness.

Honorariums

Honorariums for FNLGR Board members are calculated as follows:

Compensation for Time

- Board members attending a meeting that is less than a full day will be compensated on an hourly basis or portion thereof, based on the full-day per diem rate (up to a maximum of 8 hours per day).

Examples:

- A Director travels one hour to a meeting, meets for 6 hours, and travels one hour home. Total billable hours: 8 hours / \$550.
- A Director travels 4 hours to a meeting, meets for 6 hours. Total billable hours: 8 hours / \$550.

- A Director travels one hour to a meeting, meets for two hours, and travels one hour home. Total billable hours: 4 hours / \$275.

- **Categories of Compensation for Time:**

1. Board Meetings: Where minutes and a record of attendance are taken.
2. Monthly Honorarium: A fixed monthly payment as outlined in the compensation structure.

Compensation for Travel Time

- Travel time for Board members attending meetings will be compensated based on the full-day per diem rate, calculated on an hourly basis or portion thereof. To claim travel time compensation, Board members must record the number of hours traveled and the day of travel on the Travel Authorization Form.
- The maximum combined compensation for travel and meeting time is limited to the daily per diem of \$550. On a full meeting day, Board members cannot claim additional travel time compensation, regardless of the actual travel time incurred. There is no carry-over of travel time on a full meeting day. On a half meeting day, Board members may claim up to a maximum of 4 hours of travel time compensation. On days without any meetings, the maximum travel time compensation is 8 hours.
- The compensation for time categories are as follows:

Category	Board Chair	Directors
Hourly Rate	\$100/hour	\$68.75/hour
Daily Per Diem	\$800/day	\$550/day
Monthly Honorarium	\$4,000/month	\$2,750/month

Notes:

- All hourly and daily compensations are deducted from the monthly honorarium.
- If the total hourly and daily compensations exceed the monthly honorarium in a given month, the monthly honorarium will be adjusted to cover the excess amount.
- Compensation for virtual or phone meetings is calculated based on the hourly rate and is also deducted from the monthly honorarium.

Travel Expenses

1. Board members should arrange travel by the fastest and most direct means/route possible to minimize time.

2. Whenever possible, air travel must be booked sufficiently in advance to take advantage of reasonably priced or discount airfares. Board members are authorized to travel in economy class.
3. Board members authorized to use their personal automobile for approved FNLGR business/travel will be reimbursed at the published rate per kilometer, as set out in the Travel Authorization Form. Note that mileage will not be reimbursed for travel to and from the workplace or for single instances of travel less than 20 kilometers.
4. Authorized meal allowances will be based on the published rates as set out in the Travel Authorization Form.

Procedure

1. Board members must complete and submit a Travel Authorization Form to the Board Administrator with a CC to the Registrar (CEO) and Finance. Board members must receive approval in advance of booking any travel or incurring any travel-related expenses.
2. The Board Administrator will review the Travel Authorization Form. If authorized, the Board Administrator will provide the Board member with a copy of the Travel Authorization Form, including any changes, authorizing the travel.
3. Once a Board member has received the authorized travel form, they may proceed with the travel, including contacting the assigned travel agent to book travel when necessary. Board members shall use the assigned travel agent to book air travel, hotel, and car rentals.
4. Within 30 days of the completion of travel, Board members should complete the Travel Reimbursement Request Form and attach receipts for all expenditures for which reimbursement is sought, then submit it to Finance. Receipts are not required for meals, incidentals, and mileage, but Board members will be required to confirm that they were engaged in business-related travel on the dates and times that such expenses are claimed. Finance will review the Travel Reimbursement Request Form and obtain the necessary approvals for reimbursement.
5. When Board members have attended conferences or speaking engagements, a copy of the agenda is required to be submitted with the Travel Reimbursement Request.
6. The FNLGR will not reimburse Board members for personal expenses or expenses outside those authorized on the Travel Authorization Form.
7. Board members shall not submit expenses for reimbursement or request an honorarium for travel or attendance at a meeting if they are or will be reimbursed for such time or expenses through another organization or entity.

Clarification

When a FNLGR relevant conference, workshop, or other gathering organization requests a Board member to speak or act as a resource person at their event:

- The travel, meals, and accommodations will be paid by the requesting organization.
- Honoraria will be eligible for payment by Finance, provided the travel request was preauthorized and conforms to the FNLGR Travel, Honoraria, and Meeting Policy.

When a Board member is requested by the FNLGR or wishes to attend a conference, workshop, or other gathering to perform outreach to interested First Nations or advocate for matters related to the Registry:

- The travel, meals, accommodations, and honoraria will be eligible for reimbursement, provided the travel request was preauthorized and conforms to the FNLGR Travel, Honoraria, and Meeting Policy.

If an interested First Nation wishes to travel to a Board member's community to experience the effect of a ratified land code and registry:

- No honorarium will be eligible for payment by Finance.