

GENERAL ADMINISTRATION MANUAL

VOLUME 1: CORPORATE POLICIES - GENERAL

TITLE: BOARDS AND COMMITTEES

EFFECTIVE: 99 10 15 (Revised: 2008 12 11)

1. SCOPE

1.1 Authority

1.1.1 This policy is issued under authority of Cabinet meeting No. 99-33, dated October 15, 1999.

1.2 Application

1.2.1 This policy applies to all departments, as defined in Policy 1.1.

1.2.2 This policy applies to Government of Yukon boards, committees, associations, commissions and corporations (hereinafter referred to as boards and committees) that are established by statute and appointed by the government or established by a Minister or department and approved by Cabinet with members appointed by the government.

1.2.3 This policy does not apply to:

intergovernmental and interdepartmental coordinating bodies composed entirely of public servants;

short-term task oriented working groups, even if members of the public are involved;

boards and committees established at the request of an industry, organization or community, whose primary purpose is to serve the interests of the sector involved;

ministerial appointments to school councils (as the positions are elected).

1.3 Purpose and Principles

1.3.1 In cases where the Yukon Government is the sole appointing authority, and where membership is not already defined by legislation, the Yukon Government is committed to membership on government boards and committees that is representative of Yukon society, including gender, age, First Nations people, youth, visible minorities and people with disabilities. In other instances, the Yukon Government will make best efforts to ensure that nominations and appointments of members to boards and committees ensure

representation of gender, age, First Nations people, youth, visible minorities and people with disabilities.

- 1.3.2 The intent of this policy is to ensure timely appointments based on informed decisions by Ministers and Cabinet.
- 1.3.3 This policy establishes roles and responsibilities for administering appointments to Yukon Government boards and committees as defined in 1.2 of this policy.
- 1.3.4 Ministerial appointments to boards and committees are subject to Cabinet approval.
- 1.3.5 This policy provides for payment of honoraria to members of government boards and committees as established in Schedule A to this policy. Honoraria are paid in an equal way, in recognition of service to the public. Honoraria are not intended to replace income that a board or committee member could have earned instead of performing the public service.
- 1.3.6 Members of the public service, including the federal and municipal public service, who are appointed to a board or committee in an official capacity as a government representative, are not eligible to receive honoraria under this policy.

2. ROLES AND RESPONSIBILITIES

2.1 Cabinet is responsible for:

appointments to government boards and committees;
the establishment of new boards and committees;
the honorarium rates for boards and committees and the category to which boards and committees are assigned;
any changes proposed for honorarium rates and other reimbursements under this policy except where subject to Management Board Directives; and
any exceptions to this policy.

2.2 The Boards and Committees Secretariat is responsible for:

reviewing recommendations for appointments from departments for consistency with 1.3.1 and making recommendations to the Minister; and
advising Communication Services (ECO) of specific committees to be included in advertisements listing coming vacancies and seeking public applications and nominations.

2.3 Departments are responsible for:

identifying vacancies, and when appropriate, providing recommendations for appointments that are consistent with 1.3.1;

ensuring effective public communication of vacancies through the Communication Services (ECO);

making recommendations to Cabinet on assigning boards and committees to categories based on their responsibilities;

recommending revisions to the membership and/or mandates of existing committees, and honorarium rates; and

where not otherwise provided for, ensuring that members of Boards and Committees are provided with appropriate orientation.

Submissions seeking Cabinet approval for the establishment of a new Board or Committee must:

consider financial resources, long term cost implications, cost effectiveness and whether objectives could be met through current or modified mandates of existing boards and committees;

provide a recommendation and rationale for the placement of the Board or Committee in a given category; and

present an overview of the costs involved in establishing and maintaining the Board or Committee, including administrative support (either by department staff or contracted services), estimated cost of honoraria, travel, etc. and how the costs will be covered.

2.4 The Executive Council Office is responsible for:

updating information on the list of current board and committee appointments;

developing policy and making recommendations to Cabinet on general Boards and Committees policy matters, in consultation with the departments and the Boards and Committees Secretariat;

administering, with the Boards and Committees Secretariat, the database for appointments and nominations;

advertising, press releases, coordinating with the Council of Yukon First Nations and other communications issues relating to Umbrella Final Agreement Boards and Committees;

keeping the Schedules to this policy up to date and submitting, if changed, a revised schedule to Cabinet once a year for its review;

publishing lists of current Board and Committee appointments every year and distributing to libraries, municipalities, territorial agents, First Nations and Members of the Legislative Assembly, the Inquiry Center and making this information available on the Intranet and Internet;

advertising in newspapers to seek Boards and Committees nominations and to list the Boards and Committees with anticipated vacancies and contacting all Department contacts to request specific advertising needs for appointments; and

cost-sharing the Board and Committee advertisement costs with Departments that need to fill a vacancy on a Board or Committee for which they are responsible.

SCHEDULE A

1. CATEGORIES

1.1 Boards and Committees are to be assigned to one of the following categories based on their responsibilities.

CATEGORY A: NO HONORARIUM

Boards and committees that are:

highly temporary in nature with a limited project-specific mandate; or
comprised solely of public servants appointed in the course of their employment.

CATEGORY B: HONORARIUM OF \$75.00/DAY

Boards and committees with:

little or no decision making authority; or
minimal or no regulatory or adjudicative role; or
minimal impact of any decisions or recommendations.

CATEGORY C: HONORARIUM OF \$125.00/DAY

Boards and committees with:

some independent decision making authority; or
regulatory or some adjudicative role; or
medium to high impact on government or the public of decisions or recommendations.

CATEGORY D: HONORARIUM OF \$200.00/DAY

Boards and committees with:

independent decision making authority; or
adjudicative role; or
high impact on government or public of decisions or recommendations made.

2. HONORARIA

2.1 Honoraria are to be paid in accordance with the category assigned to a given board or committee, as listed at section 4 below.

2.2 Honoraria will be paid at one half the daily rate for meetings of less than four hours.

2.3 Time spent in travel from communities outside Whitehorse and its environs to a board or committee meeting held in Whitehorse will be eligible for an honorarium at half the normal rate, provided that the travel occurs on a day other than a meeting day or that the travel occurs on a day when the board or committee is meeting for less than four hours and appointees are receiving honoraria at one half the daily rate.

- 2.4 Appointees are eligible for the same level of honoraria to cover travel when meetings are held in communities other than Whitehorse and its environs.
- 2.5 In recognition of extra workload that may be placed upon the chair of a board or committee, a chair may be paid an additional amount, not to exceed fifty percent (50%) of the regular honorarium as recommended by the Minister and approved by Cabinet. Equal co-chairs and acting chairs are also eligible for the additional amount available for chairs.
- 2.6 Honoraria will also be paid to chairs, equal co-chairs, and acting chairs for required preparation time, up to a maximum of the scheduled duration of a meeting (i.e., additional honoraria up to one day for planned one-day meeting). Any additional preparation time must be approved in advance by the responsible Minister(s). Other appointees to boards and committees are not eligible for honoraria for preparation time.

3. EXPENSES

- 3.1 Payment of expenses incurred shall be made in accordance with Management Board Travel Directive #13/84.
- 3.2 Where child care is not provided by the Yukon government for a meeting of a board or committee, appointees shall be eligible for reimbursement of \$2.00 per hour per child upon receipt, to a maximum of \$26.00 per child per day.

4. LIST OF BOARDS AND COMMITTEES BY ASSIGNED CATEGORIES

Note: Honoraria for certain Boards and Committees are established by Order-in-Council, by Cabinet decision or by the Umbrella Final Agreement Implementation Plan guidelines, as noted below.

4.1 CATEGORY A

Community Services

Whitehorse Public Library Board
Building Standards Board
Electrical Safety Standards Board

Justice

Auxiliary Police Advisory Committee
Law Society of Yukon (Discipline Committee)
Law Society of Yukon (Executive)
Yukon Law Foundation Board of Directors

4.2 CATEGORY B (\$75)

Community Services

Private Investigators and Security Agencies Review Board

Education

Apprentice Advisory Board
Students' Financial Assistance Committee
Teacher Certification Board

French Language Services Directorate

Advisory Committee on French Language Services

Public Service Commission

Employment Equity Advisory Committee

Tourism and Culture

Yukon Arts Centre Corporation Board of Directors

Yukon Housing Corporation

Carcross Housing Advisory Board
Carmacks Housing Advisory Board
Dawson City Housing Advisory Board
Faro Housing Advisory Board

Haines Junction Housing Advisory Board
Mayo Housing Advisory Board
Ross River Housing Advisory Board
Teslin Housing Advisory Board
Watson Lake Housing Advisory Board
Whitehorse Housing Advisory Board

4.3 CATEGORY C (\$125)

Community Services

Assessment Appeal Board
Assessment Review Board - Central Yukon
Assessment Review Board - Central East Yukon
Assessment Review Board - North Yukon
Assessment Review Board - Southeast Yukon
Assessment Review Board - Southwest Yukon
Gas Burning Devices Appeal Board
Licensed Practical Nurses Advisory Committee
Physiotherapists Advisory Committee
Registered Psychiatric Nurses Advisory Committee
Yukon Medical Council (OIC 2012/97)
Yukon Recreation Advisory Committee

Economic Development

Business Incentive Review Committee

Education

Teacher Qualification Board

Energy, Mines and Resources

Agriculture Industry Advisory Committee

Yukon Minerals Advisory Board (OIC 1999/90)

Wildlife Damage Compensation Committee

Environment

Concession and Compensation Review Board
Outfitter Quota Appeal Committee
Porcupine Caribou Management Board

Wilderness Tourism Licensing Appeal Board
Alsek Renewable Resources Council
Carcross/Tagish Renewable Resources Council
Carmacks Renewable Resources Council
Dän Keyi Renewable Resources Council
Dawson District Renewable Resources Council
Laberge Renewable Resources Council
Mayo District Renewable Resources Council
North Yukon Renewable Resources Council
Selkirk Renewable Resources Council
Teslin Renewable Resources Council

Highways and Public Works

Bid Challenge Committee
National Safety Code Review Board

Health and Social Services

Social Assistance Review Committee (OIC 2009/209)
Yukon Child Care Board (OIC 2009/205)

Justice

Crime Prevention and Victim Services Trust Board of Trustees
Community Advisory Board
Judicial Council (for lay representatives)
Legal Services Society
Mediation Board
Yukon Human Rights Commission
Yukon Human Rights Panel of Adjudicators (OIC1988/170)

Yukon Liquor Corporation

Yukon Lottery Commission (Cabinet decision: 1991/06/20)

Tourism and Culture

Advanced Artists Award Jury
Yukon Arts Advisory Council (OIC 2002/170)
Yukon Geographical Place Names Board

Women's Directorate

Yukon Advisory Council on Women's Issues

4.4 CATEGORY D (\$200)

Community Services

Employment Standards Board (OIC 1984/282)

Yukon Lottery Appeal Board

Yukon Municipal Board

Education

Education Appeal Tribunal (OIC 1991/036)

Teaching Profession Appeal Board

Yukon College Board of Governors (OIC 1998/166)

Energy Mines and Resources

Land Use Planning Commissions (Umbrella Final Agreement Implementation Plan)

Yukon Land Use Planning Council (Umbrella Final Agreement Implementation Plan)

Environment

Yukon Fish and Wildlife Management Board (Umbrella Final Agreement Implementation Plan)

Executive Council Office

Yukon Water Board (Cabinet decision: 2018/02/28)

Health and Social Services

Capability and Consent Board (OIC 2005/80, s.19-23 and OIC 2012/80)

Yukon Advisory Committee on Nursing (OIC 2009/207)

Yukon Hospital Corporation Board of Trustees (OIC 2010/111 and 2010/207)

Yukon Joint Management Committee (OIC 1995/020)

Highways and Public Works

Driver Control Board

Justice

Yukon Police Council Yukon Review Board (Cabinet decision: 2018/02/15)

Yukon Utilities Board (Cabinet decision: 2008/12/11)

Tourism and Culture

Yukon Heritage Resources Board (Umbrella Final Agreement Implementation Plan)

Yukon Historic Resources Appeal Board

Yukon Development Corporation

Yukon Development Corporation Board of Directors (OIC 2009/182)

Yukon Housing Corporation

Yukon Housing Corporation Board of Directors (OIC 2016/51)

Yukon Liquor Corporation

Yukon Liquor Corporation Board of Directors (OIC 2012/217)

Yukon Workers' Compensation Health and Safety Board

Workers' Compensation Appeal Tribunal

Workers' Compensation Health and Safety Board (Cabinet decision: 1991/06/20 and 2004/09/08)