

**GENERAL ADMINISTRATION MANUAL**

**VOLUME 1: CORPORATE POLICIES - GENERAL**

**TITLE: BOARDS AND COMMITTEES**

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

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**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**

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)