

# Procedure

## Honoraria and Expenses for City Agencies



This procedure falls under Council Policy C628A *Honoraria and Expenses for City Agencies*.

<b>Program Impacted</b>	Civic Services <i>Edmontonians contribute to civic society and are engaged in promoting the quality of the community.</i>
<b>Approved By</b>	City Council
<b>Date of Approval</b>	August 30, 2021
<b>Approval History</b>	n/a
<b>Next Scheduled Review</b>	August 30, 2024

### Definitions

Member: means someone who has been appointed by City Council to serve on a Council committee, who is not a Member of Council.

Administrative liaison: means a City of Edmonton employee who has been assigned the responsibility of working with a City agency to help ensure it is able to meet its mandate.

### Application

Council Policy C628A comes into effect on January 1, 2022.

Council Policy C628A applies to Council-appointed members, who are not Members of Council, of all advisory committees, ad hoc committees and task forces, and the following decision-making bodies:

- Edmonton Combative Sports Commission
- Edmonton Salutes
- Naming Committee

## **Honoraria**

Council determines the amount of honoraria (as shown in Schedule A) for the members of City agencies who provide them with advice or to which Council has delegated the responsibility of making decisions on Council's behalf.

Only members who are appointed by Council, but are not Members of City Council, will receive an honorarium.

Chairs will receive an honorarium of a higher amount than other members.

Honoraria is paid for attendance at City agency meetings only. Honoraria is not provided for attendance at subcommittees meetings, nor can it be claimed for other City agency-related work performed outside of meetings.

Chairs and members must attend a meeting (virtually or in person), as demonstrated by the City agency's minutes, to receive an honorarium for that meeting.

Members are responsible for:

- submitting the prescribed form and following the correct procedure to request payment for a specific meeting
- ensuring the minutes correctly record their attendance at a meeting
- making a request in writing to the Administrative Liaison to opt out of receiving honoraria for any reason

## **Expenses**

Members appointed to City agencies may be compensated for out-of-pocket receipted expenses, such as parking, bus fare, and taxis. Mileage is not paid for attendance at meetings.

Attendance by members of City agencies at conferences, training, or meetings that require travel outside of the city of Edmonton, will be compensated in a manner consistent with the City of Edmonton travel reimbursement policies applicable to City employees.

Members who require child care in order to attend a regular meeting, either virtually or in person, may be reimbursed for child care expenses for the duration of the meeting (as shown by the meeting minutes), with submission of a receipt for the reasonable cost of care. One hour of travel to the meeting and one hour to return home may also be reimbursed if the member attended the meeting in person.

Members who require elder care and/or special needs care for dependents while they attend meetings will be reimbursed with submission of a receipt for the reasonable cost of care. One hour of travel to the meeting and one hour to return home may also be reimbursed if the member attended the meeting in person.

**Schedule A: Honoraria**

Position	Advisory Committees and Decision-Making Bodies		Ad Hoc Committees and Task Forces
	Meeting up to and including 5 hours	Meeting over 5 hours	Flat Rate Honorarium
Member	\$100	\$200	\$2,000
Chair	\$125	\$250	\$2,500