

# Council Policy C628A, Honoraria for City Agencies

## Procedures

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### Recommendation

1. That revised Council Policy C628A, Honoraria for City Agencies, as set out in Attachment 1 of the August 30, 2021, Office of the City Clerk report OCC00758, be approved.
2. That the Procedure for Council Policy C628A, Honoraria for City Agencies, as set out in Attachment 2 of the August 30, 2021, Office of the City Clerk report OCC00758, be approved.

### Executive Summary

On July 5, 2021, City Council passed Council Policy C628, Remuneration and Expenses for City Agencies. This report provides the Procedure to accompany the Policy. The Procedure includes direction on how members appointed to City Agencies may be compensated for attendance at meetings and out-of-pocket expenses.

### Report

On July 5, 2021, City Council passed Council Policy C628, Remuneration and Expenses for City Agencies. The Policy provides for honoraria for Council-appointed members of all advisory committees, ad hoc committees/task forces, and the following decision-making bodies:

- Edmonton Combative Sports Commission
- Edmonton Salutes
- Naming Committee

There are currently 150 members who may receive an honorarium as a result of the implementation of this policy. Members may opt out of receiving honoraria for any reason.

### Honoraria

The rates proposed in the Procedure for advisory members of advisory committees and decision-making bodies are based on honoraria paid to the Edmonton Design Committee (EDC) members, the only City Agency within the scope of the Policy whose members currently receive honoraria. EDC members are paid on a per meeting basis.

The amount that can be claimed depends on the length of the meeting, with one rate for meetings of up to five hours and another for meetings over five hours. Members are not compensated for work completed outside of meetings, nor are they compensated for attendance at subcommittee meetings. EDC members are compensated as follows:

Position	Per meeting up to 5 Hours	Per meeting over 5 Hours
Members and Chair	\$100	\$200

Administration is recommending that, in recognition of the additional duties taken on by the chairs of committees, chairs be compensated at a higher rate than members. This is consistent with research into other boards' remuneration practices. The proposed rates for members and chairs are as follows:

Position	Per meeting up to 5 Hours	Per meeting over 5 Hours
Member	\$100	\$200
Chair	\$125	\$250

For clarity, City Council approves the mandates and membership (number of members and other criteria) through the bylaws that create each City Agency. The ability and authority to create sub-committees is delegated to the City Agency. At this time it is recommended that honoraria be applied to City Agency meetings only and that at the end of the first year of implementation, a review be completed and policy recommendation may come forward regarding honoraria paid for sub-committees as well.

Ad hoc committee/task force members have historically been paid a set amount to complete a limited body of work within a short timeline. The proposed Procedure continues this practice by providing a one-time payment to members upon completion of the committees' final report to City Council.

Other honoraria models considered are provided in Attachment 3.

**Expenses**

Members of City Agencies will continue to be reimbursed for receipted out-of-pocket expenses, including parking, bus fare, taxis, and vehicle-for-hire fares, but the range of

expenses has been increased in response to GBA+ principles and member feedback. Reimbursement for childcare expenses will now be available to all in-scope members, as well as elder care and care of dependents with special needs.

### **Budget and Financial Implications**

The annual financial impact of current in-scope City Agency members receiving a per-meeting honorarium will be between \$200,000 to \$350,000. This is based on an average of 13 members per Committee and an estimate of 132 meetings per year. Hourly rates used were \$125 for the Chair and \$100 for members for meetings up to 5 hours, and \$250 for the Chair and \$200 for members for meetings over 5 hours.

Funding for this does not currently exist within the operating budget. If the revised policy is approved, a funded service package would need to be brought back for City Council's consideration during the Fall 2021 budget deliberations, requesting up to \$350,000 in ongoing funds, effective January 1, 2022, to be funded through an increase in tax-levy.

### **Policy Changes**

The following proposed changes have been incorporated into the revised Policy C628A presented in Attachment 3:

- The term "Remuneration" is replaced with "Honoraria" in the policy's title, as honoraria more accurately reflects the type of compensation provided under the Policy
- Clarification that the Policy applies only to Council-appointed members who are not Members of Council
- An effective date of January 1, 2022, has been added to allow Council approval on the on-going financial impact as well as time for Administration to implement this new program.

### **Public Engagement**

Engagement was conducted with current members of affected City agencies via survey, and results of this engagement were included in the June 28, 2021, Office of the City Clerk report OCC00213rev.

### **Corporate Outcomes and Performance Management**

<b>Corporate Outcome(s): Edmontonians are connected to the city in which they live, work and play.</b>			
<b>Outcome(s)</b>	<b>Measure(s)</b>	<b>Result(s)</b>	<b>Target(s)</b>

Edmontonians are connected to the city in which they live, work and play.	Percentage of City Agency members who feel their work is valued as demonstrated by honoraria.	Results will be available once the Procedure is approved and implemented.	City Agency members receive appropriate honoraria for their time and expenses per the Procedure for Council Policy C628A.
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### Attachments

1. Revised Council Policy C628A
2. Procedure for Council Policy C628A
3. Models for Providing Honoraria

### Others Reviewing this Report

- K. Matheson, Acting Deputy City Manager, Financial and Corporate Services
- O. Zakoc, Acting Chief Financial Officer
- G. Cebryk, Deputy City Manager, City Operations
- R. Smyth, Deputy City Manager, Citizen Services
- S. McCabe, Deputy City Manager, Urban Planning and Economy
- C. Owen, Deputy City Manager, Communications and Engagement
- K. Fallis-Howell, Acting City Solicitor