

Revised Council Policy and Procedure C628B - Honoraria and Expenses for City Agencies

Council Policy Honoraria and Expenses for City Agencies

Program Impacted	Civic Services <i>Edmontonians contribute to civic society and are engaged in promoting the quality of the community.</i>
Number	C628B
Date of Approval	June 10, 2025
Approval History	August 30, 2021 July 5, 2021 (C628 <i>Remuneration and Expenses for City Agencies</i>)
Next Scheduled Review	2028

Statement

City agencies are an important mechanism used by City Council to understand the diverse perspectives and lived experience of citizens. A City agency is a Council Committee established by City Council under the authority of the *Municipal Government Act*, or as required by other statutes, except for a Standing Committee. City agencies provide advice to City Council and/or make decisions on matters within their mandates.

Guiding Principles

The purpose of this policy is to state City Council's commitment to City agencies in accordance with the following guiding principles:

- **City agencies are reflective of our diverse population:** City Council values diversity of perspectives and lived experience and appoints individuals of varied backgrounds and circumstances to City agencies.

Attachment 1

- **Many perspectives are embraced and decisions are inclusive:** City agencies include diverse voices that reflect the perspectives of all Edmontonians. This diversity of voices informs Council decisions.
- **Members of City agencies feel valued for the work they do:** City agencies conduct important work on behalf of City Council and it is important that members feel respected and appreciated, and that their work has a positive impact
- **Equitable Access to Opportunities:** Barriers to participation are identified and addressed. Edmontonians are aware of the opportunities to participate on City agencies and feel enabled to do so.
- **Members' time is valued and fairly compensated:** Time given by members of City agencies is valuable, which is demonstrated by appropriate and fair compensation.

Application

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

This policy 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

Procedure

Honoraria and Expenses for City Agencies

This procedure falls under Council Policy C628B, *Honoraria and Expenses for City Agencies*.

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Definitions

Member: A public member appointed by City Council to serve on a Council committee, who is not a Member of Council.

Administrative Liaison: A City of Edmonton employee assigned the responsibility to support a City agency to help ensure it is able to meet its mandate.

Council Committees: Includes advisory committees, ad hoc committees, task forces, and specified decision-making bodies.

Application

This procedure applies to:

- All Council-appointed members of Council Committees (excluding elected officials)
- The following decision-making bodies:
 - Edmonton Combative Sports Commission
 - Edmonton Salutes
 - Naming Committee

Honoraria

Eligibility

- Honoraria will be provided for:
 - Attendance (virtual or in-person) at regular Council Committee Meetings
 - *Effective following Council consideration of 2026 Work Plans:* Attendance at Council-approved sub-committee meetings (Council appointees only)
 - Administrative activities by Chairs/Co-Chairs:
 - Recruitment and membership reporting
 - Drafting annual reports and work plans
 - Presenting to Council/Standing Committees
- Council determines the amount of honoraria, as set out in Schedule A, and Chairs/Co-Chairs will receive an honorarium of a higher amount than other members.

Conditions

- Minimum 50% attendance of scheduled meeting duration is required
- Except for administrative activities performed by Chairs/Co-Chairs, honoraria will not be provided for preparation time unless explicitly approved by the Administrative Liaison
- Honoraria claims require attendance-confirming minutes
- Members may opt out by notifying their Administrative Liaison in writing

Expenses

Eligibility

- Transportation to meetings
 - Parking, bus fare, taxi, and transportation network company
 - Mileage will not be reimbursed
- Caregiving - Child, elder, or other
 - Reimbursed for meeting duration plus up to one hour before and after for travel time if member attends in-person
 - Receipt or a Reimbursement for Dependent Care form is required
- Conferences, training, or meetings
 - Travel outside Edmonton is reimbursed according to the City of Edmonton employee travel reimbursement policies

Submission:

- Receipts are mandatory for reimbursement
- Members must complete and submit an Expense Statement with receipt attachments
- Missing receipts must be supported by a Lost Receipt Declaration form

Approval:

- Administrative Liaisons must confirm both eligibility and availability of funds before approving any expenses
- Administrative Liaisons reviews and signs the Expense Statement or seeks Expenditure Officer's signature if Administrative Liaison does not have expenditure approval authority

Timeline:

- Reimbursements typically are processed within 7-10 business days from submission

Members are responsible for:

- Submitting the prescribed form and following the correct procedure to request payment for a specific meeting

Attachment 1

- Notifying Administrative Liaison in writing if opting out of honoraria or expense reimbursement
- Before incurring an expense, verify the expense eligibility and available funding with the Administrative Liaison
- Communicate through the Administrative Liaison for any payment questions.
- Ensuring the minutes correctly record their attendance at a meeting
- Expense Claims:
 - Complete an Expense Statement including: itemization/categorization of expenses, receipt attachments and member signature
 - Submit statements monthly, quarterly, or as-required via email or in-person to the Administrative Liaison
 - If no receipt is available, a Lost receipt declaration form must be completed.
 - For caregiving expenses, either a receipt or the Reimbursement for Dependent Care form must be submitted.

Schedule A: Honoraria

	Advisory Committees and Decision-Making Bodies		Ad Hoc Committees and Task Forces
Position	Meeting up to and including 3 hours	Meeting over 3 hours	Flat Rate Honorarium
Member	\$114	\$227	\$2,270
Chair	\$142	\$284	\$2,838