



HONORARIA AND EXPENSES FOR CITY AGENCIES POLICY UPDATE

RECOMMENDATION

That the revised Policy and Procedure C628B - Honoraria and Expenses for City Agencies, as set out in Attachment 1 of the June 10, 2025, Office of the City Clerk report OCC03077, be approved.

Report Purpose

Council decision required

REPORT

Advisory, ad hoc committees, and task forces are part of Council’s extended governance model and play a key role in supporting Council’s decision making by providing specialized recommendations and advice from a range of individuals and communities.

Administration was directed to conduct a governance review of these advisory, ad hoc committees, and task forces. Based on the outcomes of this review, Council approved a number of recommendations, one of which included a review of Council Policy and Procedure C628A - Honoraria and Expenses for City Agencies. This report presents Administration’s findings from that review and a recommended revised Policy and Procedure.

Council Policy and Procedure C628A - Honoraria and Expenses for City Agencies, establishes honoraria for Council-appointed members and chairs of the following active Council Committees for meeting attendance. Currently, these honoraria are limited to attendance at main Council committee meetings and do not extend to sub-committee meetings or other committee-related work. Members may decline to receive honoraria.

Advisory Committees	Decision-Making Boards
<ul style="list-style-type: none"> ● Accessibility Advisory Committee ● City of Edmonton Youth Council ● Community Services Advisory Board ● Edmonton Design Committee ● Edmonton Historical Board 	<ul style="list-style-type: none"> ● Edmonton Combative Sports Commission ● Edmonton Salutes Committee

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<ul style="list-style-type: none">• Edmonton Transit Service Advisory Board• Energy Transition Climate Resilience Committee• Women’s Advisory Voice of Edmonton Committee	<ul style="list-style-type: none">• Naming Committee
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Administration used three approaches to inform its recommendations:

- A. **Surveys** to Committee members, Chairs, and Administration to gather direct feedback
- B. **Jurisdictional scan** of honoraria policies across major Alberta municipalities
- C. **Comparison review of honoraria rates** for City of Edmonton tribunals and Government of Alberta agencies

Key Findings

Survey Results

- Chairs and Co-Chairs undertake significant administrative work without compensation.
- Sub-committees handle a large proportion of committee workload, but members are not compensated.
- Inflation has eroded the real value of current honoraria, last updated in 2021.
- Attendance inconsistencies exist, with some members receiving full honoraria despite limited participation.

Jurisdictional Scan

- Most municipalities provide honoraria for meeting attendance only.
- Calgary will begin providing honoraria for approved sub-committee work starting 2026.
- Chairs typically receive higher rates for their additional duties.
- Attachment 3 provides an overview of the jurisdictional scan.

Honoraria Rate Comparison

- City of Edmonton rates are lower than those proposed by Calgary for 2026.
- City of Edmonton tribunals and Government of Alberta agencies compensate administrative work separately.

Recommendations and Analysis

Administration recommends four key changes to Council Policy and Procedure C628A:

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Recommendation 1: Compensate Chairs and Co-Chairs for administrative duties outside of regular meetings

Proposed Change	Policy/Business Impact
<ul style="list-style-type: none"> ● Amend Policy C628A to provide Chairs/Co-Chairs with honoraria for: <ul style="list-style-type: none"> ○ Participation in recruitment activities (e.g., membership reports, screening applicants, and shortlisting candidates) ○ Drafting annual reports and work plans ○ Presentations to Standing Committees or Council 	<ul style="list-style-type: none"> ● Expands eligible activities under Policy C628B ● Administrative tracking required for eligible activities

Recommendation 2: Provide honoraria for attendance at approved sub-committee meetings

Proposed Change	Policy/Business Impact
<ul style="list-style-type: none"> ● Amend Policy C628A to extend honoraria for attendance at Council approved sub-committee meetings. ● Only Council-appointed members attending Council-approved sub-committees are eligible for the same honoraria as regular meetings. ● Sub-committees must be approved by Council as part of annual work plans to be eligible. 	<ul style="list-style-type: none"> ● Requires Council Committees to plan sub-committee work in annual reports

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Recommendation 3: Adjust honoraria rates to reflect rates in comparable jurisdictions

Proposed Change	Policy/Business Impact
<ul style="list-style-type: none"> • Increase honoraria rates to reflect greater alignment with rates in comparable jurisdictions. See proposed rates below. • Shorten meeting time threshold from five hours to three hours. 	<ul style="list-style-type: none"> • Requires periodic reviews for future adjustments.

Proposed rates:

	Advisory Committees and Decision-Making Bodies				Ad Hoc Committees and Task Forces	
	Meeting up to and including 3 hours		Meeting over 3 hours		Flat Rate Honorarium	
Position	Old	New	Old	New	Old	New
Member	\$100	\$114	\$200	\$227	\$2,000	\$2,270
Chair	\$125	\$142	\$250	\$284	\$2,500	\$2,838

Recommendation 4: Introduce a minimum meeting attendance threshold for eligibility.

Proposed Change	Policy/Business Impact
<ul style="list-style-type: none"> • Amend Policy C628A to require members to attend at least 50% of a scheduled meeting time to be eligible to receive honoraria. • Applies to all committee and sub-committee meetings. 	<ul style="list-style-type: none"> • Minor adjustments needed to committee procedures and attendance logs. • Administrative tracking required.

Attachment 2 provides a summary of the changes incorporated into revised Council Policy and Procedure C628B - Honoraria and Expenses. All policy changes will take effect following Council approval, except sub-committee compensation, which will apply to any sub-committees approved by Council beginning with the 2026 annual work plans for each committee.

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Budget/Financial Implications

The recommendations will have the following estimated financial impacts:

Recommendation	Low Estimate	High Estimate
Recommendation 1: Compensate Chairs and Co-Chairs for administrative duties outside of regular meetings	\$5,000	\$7,000
Recommendation 2: Provide honoraria for attendance at approved sub-committee meetings	\$85,000	\$105,000
Recommendation 3: Adjust honoraria rates to reflect rates in comparable jurisdictions	\$22,290	\$22,290
Total Estimated Annual Impact:	\$112,290	\$134,290

Funding for administrative support and honoraria is funded and accommodated within existing approved budgets.

ATTACHMENTS

1. Revised Council Policy and Procedure C628B - Honoraria and Expenses for City Agencies
2. Policy and Procedure C628A Update - Summary of Changes
3. Jurisdictional Scan - Honoraria and Expenses for Council Committees