

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

**Council Policy**  
**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>Number</b>	C628B
<b>Date of Approval</b>	June 10, 2025
<b>Approval History</b>	August 30, 2021 July 5, 2021 (C628 <i>Remuneration and Expenses for City Agencies</i> )
<b>Next Scheduled Review</b>	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*.

<b>Program Impacted</b>	Civic Services <i>Edmontonians contribute to civic society and are engaged in promoting the quality of the community.</i>
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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

Position	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
Member	\$114	\$227	\$2,270
Chair	\$142	\$284	\$2,838