Policy and Procedure C628A Update - Summary of Changes

Council Policy

Section	Original Policy	Revised Policy	Rationale
Next Scheduled Review	2024	2028	Updated scheduled review date.

Procedure

Section	Original Policy	Revised Policy	Rationale
Honoraria	• Honoraria only for attendance at City agency meetings. Excludes subcommittees and other tasks	• Includes honoraria for sub-committee meetings and administrative duties by Chairs/Co-Chairs beginning in 2026.	• Recognizes additional responsibilities
Honoraria	• Meeting attendance is required to receive honoraria	• Minimum 50% attendance of scheduled meeting duration is required	• Ensures full participation of all members
Expense Reimbursement - Transportation	• Eligible: Parking, bus fare, taxis • Mileage not reimbursed	• Adds transportation network company as eligible expenses • Mileage still not reimbursed	• Modernizes to reflect common transport options used by members
Expense Reimbursement - Caregiving	• Child/elder/special needs care reimbursed for meeting duration only,	• Adds reimbursement for one hour before and after meetings (if in person)	• Improves accessibility for members with caregiving responsibilities

	with receipt	• Provides option to complete Dependent Care form in lieu of receipt	
Expense Submission & Approval Process	• Members submit forms and ensure minutes record attendance • Receipts required	• Specifies reimbursement timeline, Administrative Liaison roles, and use of forms in lieu of receipts	• Enhances clarity, accountability, and efficiency in reimbursements
Member Responsibilities	• General mention of form submission and written opt-out	• Detailed roles and responsibilities for members.	• Provides transparency and clear expectations for all public members

Schedule A: Honoraria

Position	Advisory Committees and Decision-Making Bodies		Ad Hoc Committees and Task Forces
	Meeting up to and including 5 3 hours	Meeting over 5 3 hours	Flat Rate Honorarium
Member	$100 $114	$114 $227	$2,000 $2,270
Chair	$125 $142	$227 $284	$2,500 $2,838