

## Expense Practices for Edmonton and Other Municipalities

### Edmonton

Policy C575C Agencies, Boards, Committee and Commissions includes direction regarding eligible expenses for members of civic agencies:

- Members are compensated for any out-of-pocket receipted expenses, including parking, bus fare, or taxis.
- Mileage is not paid for attendance at regular meetings.
- Attendance at conferences, training, or meetings that require travel outside of the city of Edmonton are compensated consistently with the travel [reimbursement policies applicable to City employees](#).
- For members of City agencies where remuneration is not provided, members that require child care in order to attend a regular meeting may be reimbursed for child care expenses upon submission of a receipt.

### Vancouver

Vancouver does not have documented guidance on expenses for members of their civic agencies, although direction is provided in some of the bylaws, e.g., The Board of Variance and Parking Variance Board, Vancouver Planning Commission.

- Direction for the [Vancouver Planning Commission](#) is very general, stating “actual expenses necessarily incurred during the conduct of duties”.
- [The Board of Variance](#) (section 2.7 of the bylaw) and Parking Variance Board does specify the cost of transportation between their homes or offices and Board meetings or for site inspections will be reimbursed.

### Calgary

Expenses are not addressed in their policy regarding civic agency governance and appointments and several of the governing bylaws, specifically the Subdivision and Development Appeal Board and the Policy Commission bylaws, do not include direction related to expenses.

- The governing bylaw for the Licence and Community Standards Appeal Board says expenses are determined by the City Clerk.
- Expenses for the Assessment Review Board are determined by the Board Clerk in consultation with the General Chair.
- In 2020, the Assessment Review Board introduced a \$50 per month honorarium for working virtually.

### Red Deer

Members of City of Red Deer tribunals are reimbursed for mileage when attending legislated training outside of the City of Red Deer.

## Saskatoon

Expenses that may prevent the public from participating in civic agencies are either provided or reimbursed in Saskatoon. The [Appointment to Civic Boards, Commissions, Authorities and Committees Policy](#) states that the City makes every effort to remove barriers to public participation, but additional requests are considered on a case-by-case basis.

Members:

- May be reimbursed for childcare expenses for each meeting (up to a maximum of \$7.50 per hour, with a receipt)
- Are provided with temporary parking permits or bus tickets to attend meetings
- Are provided with an interpreter or captioning if required

## Winnipeg

Members of Winnipeg's boards and commissions do not receive reimbursement for expenses. The Winnipeg Food Council often meets over the lunch hour, and a meal is therefore provided to members.

## Ottawa ([Advisory Committees Participation Expense Policy](#))

Members of Ottawa's agencies are reimbursed for these expenses:

- Parking expenses to attend official meetings.
- Dependant care expenses and specialized dependant care expenses for persons with exceptional needs incurred to attend official meetings.
- Conventional transit fare or Para Transpo fare to and from meetings (AccessibleTaxi or Private Transportation Company fare will be provided if a member is unable to secure Para Transpo).
- Mileage for members using a personal vehicle to attend official meetings.

## Toronto

Toronto has a [policy](#) that deals specifically with expenses and travel reimbursement for public members and Members of Council appointed to City Agencies, Boards and Commissions. The following expenses are eligible for reimbursement with receipt (with the exception of per diem expenses):

- Travel and accommodation must be approved in advance.
- Per diem expenses for an overnight stay out of town includes meals, telephone, entertainment and local transportation including the day of departure and return. Reimbursement is equal to the allowance for City staff, and no receipts are required.
- Board members who are tending to Board business that span normal meal times may be reimbursed for all reasonable meal expenses if no meals are provided.

## **Attachment 5**

- Incidental childcare expenses as a result of attending Board meetings or on authorized Board business may be reimbursed where the Board deems financial hardship would otherwise result.
- Travel costs to and from board meetings may be reimbursed. Travel mode should be the most economical conveniently available. Receipts must be provided, except for transit fares (Mileage for those using their own vehicles is not reimbursed).

### **Halifax Regional Municipality**

Members of various agencies in Halifax are not reimbursed for any expenses.