

# 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>
<b>Number</b>	City Council
<b>Date of Approval</b>	June 10, 2025
<b>Approval History</b>	August 30, 2021 July 5, 2021 (C628 Remuneration and Expenses for City Agencies)
<b>Next Scheduled Review</b>	2028

### 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
- 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**

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