

Council Policy

Policy Title: **Remuneration and Expenses for Public Members Serving on Council-Established Boards, Commissions and Committees**
Policy Number: **[To be assigned]**
Report Number: **EC2024-0037**
Adopted by/Date: **Council / [Date Council policy was adopted]**
Effective Date: **2026 January 01**
Last Amended:
Policy Owner: **City Clerk's Office**

1. POLICY STATEMENT

- 1.1. Boards, Commissions and Committees (BCCs) provide *Council* with advice, decisions and recommendations and make adjudications regarding important civic matters. BCCs have an important role in bringing together Calgarians, *Council* and The City of Calgary Administration in achieving the common purpose of building and strengthening the community, and ensuring that the collective interests of Calgarians are well served.
- 1.2. *Public Members* of BCCs provide valuable skills, expertise, experience and perspectives that contribute to good governance and strengthen relationships with Calgarians.
- 1.3. This Council Policy shall be interpreted in a manner consistent with the promotion of equity, the reduction of barriers for Calgarians to participate as *Public Members* of BCCs, and the advancement of *Council's* strategic priorities.
- 1.4. This Council Policy shall be reviewed in alignment with requirements of the Council Policy on the *Council Policy Program* (CC046), to ensure that the payment of remuneration, allowances and expenses to *Public Members* reflect best practices.
- 1.5. This Council Policy will be available on The City of Calgary's website and can be viewed by anybody prior to making an application for a *Council* appointment to a *City BCC*.

2. PURPOSE

- 2.1. The purpose of this Council Policy is:
 - 2.1.1. To acknowledge that remuneration, allowances and the reimbursement of expenses recognize the value of the service and contributions of *Public Members* to *City BCCs*, including subject-matter expertise and lived experience.
 - 2.1.2. To establish a framework for the equitable remuneration of *Public Members* for their service on *Council-established City BCCs*.

- 2.1.3. To provide remuneration, allowances and reimbursement of expenses to promote a reduction of barriers to participation on *City BCCs* and create opportunities for participation by traditionally underrepresented groups.

3. **DEFINITIONS**

In this Council Policy:

- a. "Administration Member" means an employee of The City of Calgary who has been appointed to a *City BCC*, or their designate. An *Administration Member* may or may not be a voting member of a *City BCC*;
- b. "Administrative Resource" means an employee of The City of Calgary who is assigned as a subject-matter expert or administrative support to a *City BCC*. An *Administrative Resource* is not a member of a *City BCC*;
- c. "Administrative Tribunal" means an independent quasi-judicial body that conducts hearings on individual cases, issues written decisions, is governed by the rules of administrative law and whose members are appointed by *Council*;
- d. "Business Improvement Area" ("BIA") means a *BIA* established under the *Municipal Government Act*, RSA 2000, c M-26;
- e. "Civic Partner" means a Partner as set out in the *Investing in Partnerships Policy* (CP2017-01), as amended from time to time, that falls within the Civic Partner Partnership Categories;
- f. "City Board, Commission or Committee" ("City BCC") means a board, commission, committee, subcommittee or other body established by *Council* under the *Municipal Government Act*, RSA 2000, c M-26, or as required or allowed by other statutes, but does not include *Business Improvement Areas, Civic Partners, Wholly Owned Subsidiaries or boards, commissions or committees established by these bodies*;
- g. "Council" means the council of the City of Calgary;
- h. "Governance Document" means a document that outlines a *City BCC's* structure and includes items such as eligibility criteria, composition, mandate, and term lengths. A *Governance Document* may include legislation, regulations, bylaws, policies, ministerial orders or terms of reference;
- i. "Public Member" means an individual who has been appointed to a *City BCC* by *Council* and who is not a member of *Council* or a member of their staff, or an *Administration Member* appointed to a *City BCC* and, for greater clarity, is not an employee of The City of Calgary for the purposes of this Council Policy;
- j. "Reasonable expense" means an expense that demonstrates prudence, good judgement, moderation and is defensible to an impartial observer or Calgarian; and

- k. "Wholly Owned Subsidiary" refers to an organization in which The City of Calgary is the sole shareholder, governed by an independent board of directors.

4. APPLICABILITY

- 4.1. This Council Policy does not supersede or replace legislation, regulation, ministerial orders or bylaws.
- 4.2. Where not specified elsewhere in this Council Policy, this Council Policy applies to *City BCCs* with *Public Members* appointed by *Council*.
- 4.3. *Council* shall consider this Council Policy when establishing or updating *Governance Document(s)* for a *City BCC*.
- 4.4. In providing for *Public Member* remuneration, allowances and the reimbursement of expenses, *Council* shall consider this Council Policy; however, *Council* may provide for remuneration, allowances or reimbursement of expenses for *Public Members* which differ from those set out in this Council Policy to accommodate the unique mandates and legislated requirements that apply to *Administrative Tribunals* and other *City BCCs*.
- 4.5. This Council Policy does not apply to a *City BCC* established by bylaw which provides for *Public Member* remuneration, allowances or reimbursement of expenses on terms other than those provided in this Council Policy.
- 4.6. This Council Policy does not apply to *Civic Partners*, *Business Improvement Areas* and *Wholly Owned Subsidiaries* or boards, commissions or committees established by these bodies.
- 4.7. This Council Policy does not apply to *City BCC* subcommittees, unless they are established by *Council* and include *Public Members* appointed by *Council*.
- 4.8. This Council Policy does not apply to members of *Council* or their staff, *Administration Members* appointed to a *City BCC* or employees of The City of Calgary.
- 4.9. *Public Members* who receive remuneration, allowances or reimbursement of expenses relating to service performed on, or on behalf of, a *City BCC* from an employer, organization or other entity are not eligible for remuneration, allowances or reimbursement of expenses under this Council Policy.

5. LEGISLATIVE AUTHORITY

- 5.1. This Council Policy complies and is aligned with requirements under the *Municipal Government Act*, RSA 2000, c M-26, the *Police Act*, RSA 2000, c P-17, and other applicable legislation:

- 5.1.1. This Council Policy aligns with section 201(1) of the *Municipal Government Act*, RSA 2000, c M-26, Part 6: “A council is responsible for (a) developing and evaluating the policies and programs of the municipality.”
- 5.1.2. This Council Policy is consistent with sections 454.1 and 454.2 of the *Municipal Government Act*, RSA 2000, which require *Council* to prescribe the remuneration and expenses, if any, paid to members and Chairs appointed by *Council* to the Composite Assessment Review Board and the Local Assessment Review Board.
- 5.1.3. This Council Policy is consistent with section 28(5) of the *Police Act*, RSA 2000, c P-17, Part 3: “The council may provide for the payment of reasonable remuneration or of a gratuity or allowance to members of the commission.”

6. PROCEDURE

6.1. Remuneration

- 6.1.1. *Public Members* may be remunerated for participating in regular meetings of *City BCCs* (either in-person or virtually), as reflected by *the City BCC* meeting minutes, and annual meeting of *Council – Boards, Commissions and Committees*; and, any other meeting where participation is at the request of *Council*.
- 6.1.2. A *Public Member* who is the Chair, Co-Chair or Vice-Chair of a *City BCC*, including a *Public Member* who is acting for the Chair, Co-Chair or Vice-Chair, may be remunerated at a rate that is higher than that of other *Public Members* to account for additional accountabilities, responsibilities and duties.
- 6.1.3. Remuneration rates for *Public Members*, including Chairs, Co-Chairs, and Vice-Chairs, are set out in Schedule 1 – Remuneration Rates for *Public Members*.
- 6.1.6. Remuneration paid to *Public Members*, including Chairs, Co-Chairs and Vice-Chairs, for duties and responsibilities other than those established in section 6.1.1 of this Council Policy may be provided for in *City BCC Governance Documents*, to accommodate the unique mandates, terms of reference and legislated requirements that apply to *Administrative Tribunals* and other *City BCCs*.

6.2. Allowances

- 6.2.1. *Public Members* may claim an annual allowance of up to \$600 for technology costs if they participate in *City BCC* meetings remotely.

6.3. Expenses

6.3.1. *Public Members* may be reimbursed for *reasonable expenses* incurred to fulfill their duties on a *City BCC*, including costs for:

- a. Accessibility supports – costs for accessibility services, technology or other supports incurred by a *Public Member* experiencing a disability, as defined in the *Accessible Canada Act*, that are required by the *Public Member* to participate in *City BCC* meetings, if not provided by The City of Calgary Administration or funded by another source;
- b. Dependent care – costs for the care of a dependent of the *Public Member*, including a child, elder or a person with special needs, for the duration of a *City BCC* meeting (as reflected by meeting minutes), and reasonable travel time to and from an in-person *City BCC* meeting, up to \$1,000 annually;
- c. Transit – transit fares for *Public Members* to attend in-person meetings of a *City BCC*;
- d. Parking – costs of on-street, parkade or surface lot parking that *Public Members* incur in order to attend in-person meetings of a *City BCC*;
- e. Meals – costs for meals when a *Public Member* participates in *City BCC* duties in-person for a period longer than four (4) continuous hours, where no meal is provided by The City of Calgary Administration, and the *Public Member* is expected to work through a meal break. Meal costs must be aligned with those set out in the *Supporting Procedures for Reimbursement of Employee Business Expenses*; and
- f. Tobacco products and tobacco accessories – when purchased for use or gifting in cultural ceremonies, and truth and reconciliation activities.

6.3.2. The following are not reimbursable expenses:

- a. Mileage;
- b. Taxi or ride-share expenses, unless approved by a *City BCC* Chair as a *reasonable expense*;
- c. Valet parking;
- d. Alcohol and cannabis; and
- e. Monthly or annual transit passes.

6.4. Reporting and compliance

- 6.4.1. *Public Members* shall conduct themselves with honesty and integrity in reporting on attendance and duties as they relate to remuneration, allowances and expense reimbursement.
- 6.4.2. *Public Members* shall be responsible for complying with procedures established by *Administrative Resources*, ensuring that meeting minutes correctly reflect their attendance at *City BCC* meetings and submitting timesheets and receipts for expenses, or proof of payment where receipts are not available, to the *Administrative Resource*.
- 6.4.3. Chairs and *Administrative Resources* of *City BCCs* will approve remuneration, allowances or reimbursement of *reasonable expenses* where required by this Council Policy.
- 6.4.4. The payment of remuneration, allowances and reimbursement of expenses is contingent upon *Public Members* providing the necessary banking and related information to the *Administrative Resource* in a timely manner.
- 6.4.5. The frequency of payment of remuneration, allowances and reimbursement of expenses to *Public Members* shall be established by The City of Calgary Administration.
- 6.4.6. A *Public Member* shall submit a written request to the appropriate *Administrative Resource* if they choose to opt out of receiving remuneration, allowances or the reimbursement of expenses for any reason.
- 6.4.7. *Administrative Resources* for applicable *City BCCs* must annually provide the City Clerk's Office with the total amount of remuneration, allowances and expense reimbursements provided to *Public Members* in a given year. The City Clerk's Office will publish this information through The City of Calgary's website.

7. **SCHEDULE(S)**

- 7.1. Schedule 1 – Remuneration Rates for *Public Members*

8. **AMENDMENT(S)**

Date of Council Decision	Report/By-Law	Description



9. **REVIEW(S)**

Date of Policy Owner's Review	Description

PROPOSED COUNCIL POLICY

SCHEDULE 1

Remuneration Rates for *Public Members*

	Up to and including 2 hours in a day	More than 2 hours and up to and including 4 hours in a day	More than 4 hours in a day
<i>Public Member</i>	\$100	\$180	\$350
<i>Public Member Co-Chairs, Vice-Chairs</i>	\$125	\$225	\$415
<i>Public Member Chairs</i>	\$150	\$270	\$475