

Law, Legislative Services & Security Report to
Organizational Meeting of Council
2024 October 22

ISC: UNRESTRICTED
C2024-1015

Boards, Commissions and Committees Public Member Remuneration and Expense Policy

PURPOSE

The purpose of this Report is to recommend the adoption of a revised proposed Council Policy on *Remuneration and Expenses for Public Members serving on Council-established Boards, Commissions and Committees* (“the proposed Council Policy”). Since it was endorsed by Council at its 2024 March 19 Regular Meeting, the proposed Council Policy has been revised in response to Council’s direction to lower indirect costs and increase efficiencies associated with processing expense reimbursements.

PREVIOUS COUNCIL DIRECTION

On 2024 March 19, Council endorsed the proposed Council Policy and directed Administration to return to the 2024 Organizational Meeting of Council with changes to the proposed Council Policy.

RECOMMENDATIONS:

That with respect to Report C2024-1015, the following be adopted:

That Council:

1. Adopt the proposed Council Policy on *Remuneration and Expenses for Public Members Serving on Council-Established Boards, Commissions and Committees* (Attachment 1), to be effective 2026 January 1 if related adjustments to Service Plans and Budgets are adopted at the 2024 November 5 Regular Meeting of Council on Service Plans and Budgets; and
2. Direct that Confidential Attachment 2 remain confidential pursuant to sections 24 (Advice from officials) and 27 (Privileged information) of the *Freedom of Information and Protection of Privacy Act*.

CHIEF ADMINISTRATIVE OFFICER/GENERAL MANAGER COMMENTS

The City Solicitor and General Counsel concurs with this report.

HIGHLIGHTS

- The proposed Council Policy recognizes the value of volunteer Public Member contributions to civic decision-making and promotes equity and the reduction of barriers to participation.
- The proposed Council Policy includes lowered indirect costs and increased efficiencies associated with processing expense reimbursements.
- Implementing the proposed Council Policy is expected to increase public interest in participation on Council-established Boards, Commissions and Committees (“BCCs”), contributing to good governance.
- The proposed Council Policy is aligned with Council’s Strategic Direction to build social resilience by promoting community engagement and participation.

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- Proposed Council Policy Changes, a new Indirect Cost Estimate, and In-Scope BCC Costs can be found in Attachments 3, 4, and 5, respectively.

DISCUSSION

Since Council endorsed the proposed Council Policy, changes have been made, as outlined in Attachment 3, to lower indirect costs associated with processing expense reimbursements. The proposed stipend rates in Schedule 1 of the proposed Council Policy have been increased to account for the elimination of some expense reimbursements. Through direct engagement of individual BCCs to refine cost estimates, the estimate of annual direct costs such as stipends for Public Members and expense reimbursement has also decreased. From 2026 onwards, the total estimated reduction in cost amounts to approximately \$230,000 annually.

EXTERNAL ENGAGEMENT AND COMMUNICATION

- | | |
|--|---|
| <input type="checkbox"/> Public engagement was undertaken | <input checked="" type="checkbox"/> Dialogue with interested parties was undertaken |
| <input type="checkbox"/> Public/interested parties were informed | <input checked="" type="checkbox"/> Public communication or engagement was not required |

The City Clerk's Office consulted with Human Resources, Law, Payroll, Finance, Accounts Payable, Calgary Parking Authority, and various taxi companies in order to determine how to minimize the processing of expense claims. Finance was able to reduce its estimate of required resources by 1 Full-Time Equivalent ("FTE"). Each BCC was engaged to refine cost estimates associated with implementation of the Council Policy, as outlined in Attachment 5.

IMPLICATIONS

Social

Adoption of the proposed Council Policy would promote equity and reduce barriers to participation on Council-established BCCs. The proposed Council Policy aligns with *The Social Wellbeing Policy*, CP2019-01 and, if implemented, a more diverse range of community members would be expected to apply to be Public Members.

Environmental

Not applicable.

Economic

Not applicable.

Service and Financial Implications

Existing operating funding – base

If approved, increases to Departmental budgets would be required to pay the costs of remuneration, in the form of a stipend, and expense reimbursements for Public Members who are not currently receiving those payments, as well as additional temporary and permanent resources required to design, develop, and implement new processes, including:

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- City Clerk's Office - two additional temporary resources to support implementation of the Council policy and one permanent resource to support the anticipated increased recruitment workload, and deliver ongoing training for expenses and stipends;
- Stipend and Expense Payments - one permanent resource to process transactions.
- Departmental Administrative Resources - additional resources may be required to administer and manage stipends and expenses.

Year one (2025) estimated costs, to support development of procedures, training and implementation are \$383,000. Year two (2026) estimated costs, being the first year that the proposed Council Policy is to be in effect, would be \$1,150,000. Estimated costs for year three and onwards (2027+) would be \$870,000.

From 2025 onwards, each Department will be responsible for independently determining and submitting adjustments to Service Plans and Budgets required to support costs of implementing the proposed Council Policy for BCCs that they are responsible for supporting.

RISK

Implementation of the proposed Council Policy is dependent on Council allocating sufficient budget to meet the direct and indirect costs of implementing the Council Policy; however, those budget allocations will not be considered until Council's Meeting on Mid-Cycle Adjustments to Service Plans and Budgets in 2024 November. Additional legal risks and associated measures that will be implemented to mitigate them have been identified by the Law Department and are presented in Confidential Attachment 2.

ATTACHMENTS

1. Proposed Council Policy
2. CONFIDENTIAL Legal Risk Analysis
3. Proposed Council Policy Changes
4. Indirect Cost Estimate Summary
5. In-Scope BCCs Costs
6. Background and Previous Council Direction
7. Presentation

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Department Circulation

General Manager/Director	Department	Approve/Consult/Inform
Jill Floen (City Solicitor & General Counsel)	Law, Legislative Services and Security	Approve
Katarzyna Martin (City Clerk/ Director)	Law, Legislative Services and Security	Approve
Carla Male (Chief Financial Officer/General Manager)	Corporate Planning and Financial Services	Consult
Chris Arthurs (General Manager)	People, Innovation and Collaboration Services	Consult
David Duckworth (Chief Administrative Officer)	Chief Administrator's Office	Inform
Stuart Dalglish (Chief Operating Officer)	Chief Operating Officer	Inform
Katie Black (General Manager)	Community Services	Inform
Debra Hamilton (General Manager)	Planning and Development Services	Inform
Doug Morgan (General Manager)	Operational Services	Inform
Michael Thompson (General Manager)	Infrastructure Services	Inform

Author: Jeremy Wong and Lyndsay Morrison, City Clerk's Office