

**Policy Title:** Remuneration and Expenses for Public Members Serving on Council-Established Boards, Commissions and Committees  
**Policy Number:** CP2024-09  
**Report Number:** C2024-1015  
**Adopted by/Date:** 2024 October 22  
**Effective Date:** 2026 January 01  
**Last Amended:** N/A  
**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 reimbursement of expenses, and the payment of remuneration in the form of stipends, to *Public Members* continues to 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 establish a framework for the equitable remuneration of *Public Members* for their service on *Council*-established *City BCCs*.
  - 2.1.2. To acknowledge that stipends and the reimbursement of expenses recognize the value of the service and contributions of volunteer *Public Members* to *City BCCs*, including subject-matter expertise and lived experience.
  - 2.1.3. To provide stipends 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*, who is not a member of *Council* or a member of their staff, who is not an *Administration Member* appointed to a *City BCC*, and who is not, by virtue of their appointment to a *City BCC* by *Council*, an employee of The City of Calgary due to their eligibility for remuneration or the reimbursement of expenses under 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* stipends and the reimbursement of expenses, *Council* shall consider this Council Policy; however, *Council* may provide for stipends 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 stipends 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, in the form of a stipend, 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 compensated at a rate that is higher than that of other *Public Members* to account for additional accountabilities, responsibilities and roles.
- 6.1.3. Stipend rates for *Public Members*, including Chairs, Co-Chairs, and Vice-Chairs, are set out in Schedule 1 – Stipend Rates for *Public Members*.
- 6.1.4 Stipends paid to *Public Members*, including Chairs, Co-Chairs and Vice-Chairs, for participation and activities 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. Expenses

- 6.2.1. *Public Members* may be reimbursed for *reasonable expenses* incurred to fulfill their roles on a *City BCC*, including costs for:
  - a. Dependent care – costs for the care of a dependent of a *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, at a reasonable hourly rate.

6.2.2. Other costs or services will be provided for as follows:

- a. Accessibility supports – accessibility services and supports for a *Public Member* experiencing a disability, as defined in the *Accessible Canada Act*, that are required by the *Public Member* in order to participate in *City BCC* meetings, if not funded by another source, will be provided by City of Calgary Administration;
- b. Technology – funding to support technology costs incurred by Public Members in order to participate in *City BCC* meetings and carry out other related activities is included in meeting stipend rates;
- c. Parking – When requested with reasonable notice, parking codes to applicable parking lots will be provided to Public Members to attend in-person *City BCC* meetings;
- d. Meals – Administration will provide meals when a *Public Member* participates in *City BCC* activities in-person for a period longer than four (4) continuous hours and the *Public Member* is expected to participate through a meal break. Meal costs must be aligned with those set out in the *Supporting Procedures for Reimbursement of Employee Business Expenses*;
- e. Transit – When requested with reasonable notice, transit tickets will be provided by Administration, as needed, for *Public Members* to attend in-person meetings of a *City BCC*; and
- f. Tobacco products and tobacco accessories – When requested with reasonable notice, Administration will provide tobacco products and tobacco accessories when required for use or gifting in cultural ceremonies, and truth and reconciliation activities.

6.2.3. 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* or as an *accessibility support*;
- c. Valet parking;
- d. Alcohol and cannabis; and
- e. Monthly or annual transit passes.

6.3 Exclusions from the proposed Council Policy include the following:

- 6.3.1 Public Members serving on Business Improvement Areas, Civic Partners, Wholly Owned Subsidiaries, or boards, commissions and committees established by these bodies;

- 6.3.2 Members of Council and their staff, Administration members appointed to BCCs and employees of The City of Calgary;
  - 6.3.3 Public Members who receive remuneration, allowances or reimbursement of expenses relating to their service on a Council-established BCC from other sources;
  - 6.3.4 Public Members' service on a BCC subcommittee, unless established by Council; and
  - 6.3.5 Public Members who opt out of receiving stipends for personal reasons.
- 6.4 Reporting and compliance
- 6.4.1 *Public Members* shall conduct themselves with honesty and integrity in reporting on attendance and activities as they relate to stipends 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 stipends or reimbursement of *reasonable expenses* where required by this Council Policy.
  - 6.4.4 The payment of stipends 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 stipends 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 stipends 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 stipends 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 – Stipend Rates for *Public Members*

8. **AMENDMENT(S)**

Date of Council Decision	Report/By-Law	Description
2024 October 22	C2024-1015	New Policy – Approval contingent of budget adjustment approval 2024 November 5.  Effective: January 1 <sup>st</sup> , 2026

9. **REVIEW(S)**

Date of Policy Owner's Review	Description

## SCHEDULE 1

### Stipend 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>	\$150	\$205	\$360
<i>Public Member Co-Chairs, Vice-Chairs</i>	\$175	\$250	\$425
<i>Public Member Chairs</i>	\$200	\$295	\$485