

Council Policy



Agency, Board, Commission, and Committee Membership and Remuneration

Policy Number: CP145/2022

Approval Date: May 10, 2022

Supersedes Policy: Board/Committee Membership and Remuneration CA 94/2020

SECTION A

1.0 Policy Purpose

- 1.1 Morinville acknowledges the value of agencies, boards, commissions, and committees to aid the process of effective, responsible and efficient government. The creation, amendment, dissolution, administration of and appointment to agencies, boards, commissions, and committees shall be conducted in a fair and equitable manner and in accordance with applicable legislation and Morinville bylaws, policies, procedures and practices that may be in force.
- 1.2 To outline how volunteers receive honorariums for the work they do as appointed members to Council Agencies, Boards, Commissions, Committees, Administrative Committees, or any such working group established by Council or Administration, in service to the community.
- 1.3 This policy only applies to permanent agencies, boards, commissions, and standing committees of Council and not to ad hoc or temporary committees or boards.

2.0 Definitions

- 2.1 **“Act”** means the *Municipal Government Act*, any regulations thereunder, and any amendments or successor legislation thereto.
- 2.2 **“Administration”** means administrative and operational arm of the Town of Morinville, comprised of the various departments and business units and includes all employees who operate under the leadership and supervision of the Chief Administrative Officer.
- 2.3 **“Chief Administrative Officer”** (CAO) means the chief administrative officer of the Town of Morinville appointed by Council.
- 2.4 **“Council”** means the Council of Morinville in the Province of Alberta.
- 2.5 **“Agencies, Boards, Commissions, and Committees”** means a board, committee, or other body established by Council under the *Act*, and/or external agencies or commissions to which Council has the authority to appoint Public Members.
- 2.6 **“Educational Activity”** means any conference, seminar, course, training, or event with content or subject matter directly related to the business of the Agencies, Boards, Commissions, and Committees.
- 2.7 **“Morinville”** means the Town of Morinville in the Province of Alberta.
- 2.8 **“Public Member”** means an individual appointed by Council to Agencies, Boards, Commissions, and Committees who is not a member of Council.

3.0 Policy Statements

3.1 Establishment of Council Boards/Committees

- 3.1.1 Council may establish a board or committee for any purpose it considers that public input is required.
- i. Establishment of board or committee mandate, composition and appointment terms will adhere to requirements as per the *Municipal Government Act* (MGA) and Morinville bylaws or policies as applicable.
 - ii. Board or committee composition may include:
 - a. Council Members;
 - b. Public Members; and
 - c. Members of Administration to act as a liaison and provide administrative advice and support.

3.2 Member Eligibility

- 3.2.1 Membership criteria will be identified in the applicable Agency, Board, Commission or Committee Terms of Reference.
- 3.2.2 Membership may be contingent on standard and specific requirements as per the applicable Agency, Board, Commission or Committee Terms of Reference.
- 3.2.3 Members shall be appointed to boards or committees in accordance with the Agency, Board, Commission, and Committee Member Appointments Policy.

3.3 Member Accountability and Conduct Standards

- 3.3.1 Members will adhere to and perform duties in accordance with:
 - i. Roles, responsibilities, accountabilities and other requirements identified in the Terms of Reference for the applicable board or committee.
 - ii. Applicable Morinville bylaws, policies, procedures and practices that may be in force.
 - 3.3.2 Confidentiality: During the course of membership on a Morinville Agency, Board, Commission or Committee, members may be entrusted with privileged and confidential information. Any privileged or confidential information obtained during the course of committee membership shall be held in the strictest confidence at all times; this obligation shall survive cessation of committee membership.
 - 3.3.3 Conflict of Interest: Agency, Board, Commission or Committee members must avoid conflicts of interest where:
 - i. A member is a director, member, or employee of an organization seeking benefit from Morinville upon which the Agency, Board, Commission or Committee will make a recommendation.
 - ii. The member has a direct or indirect pecuniary interest in the outcome of the Agency, Board, Commission or Committee deliberations.
 - 3.3.4 Conduct Standards:
 - i. Respect the rights, dignity and worth of all other persons.
 - ii. Perform duties with honesty and integrity, in a manner that is helpful, respectful and courteous.
 - iii. Commit the time to attend meetings and to be diligent in preparation for and participation in discussions.
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3.4 Cessation of Membership

- 3.4.1 Membership may cease due to:
- i. Term length as determined by the Terms of Reference of the applicable Agency, Board, Commission or Committee.
 - ii. Completion of mandate and/or dissolution of the Agency, Board, Commission or Committee.
 - iii. Non-compliance with member accountabilities as per Section 3.4 of this Policy (Member Accountability and Conduct Standards).

Member Remuneration

3.5 Honorarium

Honorarium is intended to provide Agency, Board, Commission or Committee members compensation for Regular and Special Meetings of the Agency, Board, Commission or Committee to which they are appointed, and meetings and educational activities with content or subject matter directly related to the activities of the Agency, Board, Commission or Committee and that take place outside of Morinville (exclusive of conferences, which are addressed in item 3.1.1). Honorariums will only be paid if the individual is in attendance at the meeting/activity as shown on the approved minutes of the Agency, Board, Commission or Committee or as approved by the Town. Allowances may be made for extraneous circumstances, ie. extensive Bylaw review.

3.5.1 Honorariums for Volunteer Agency, Board, Commission, and Committee Members:

Honorariums are paid to Agency, Board, Commission or Committee members in accordance with the following rate schedule:

# of Hours	Honorarium Rate
0 – 2	\$ 50
+2 – 4	\$ 100
+4 – 8	\$ 200
+8 (Daily Maximum)	\$ 300
Conferences (Daily Maximum)	\$200

3.6 Expense Reimbursement

- 3.6.1 Public members shall be reimbursed for out-of-pocket expenses for approved activities outside of Morinville at the following rates:
- Travel Reimbursement shall be set at the Government of Alberta rate (refer to Schedule A)
 - Meal Allowance shall be set at the Government of Alberta rate (refer to Schedule A)
 - Cost for economy accommodation (rate subject to prior approval)
- 3.6.2 Expense claims with original receipts must be submitted within 2 months from the date of the meeting, or as per the Committee Chair's direction, to the CAO or designate, utilizing the Expense Claim Form available from Administration.
- 3.6.3 Administration will process expense claims with expediency once the appropriate authorizations have been given.

4.0 Expiry Date

- 4.1 For the purpose of ensuring that this policy is revised for ongoing relevancy and necessity, a review will occur prior to December 31, 2025. The policy shall be brought forth and accepted in its present or amended form or rescinded.
- 4.2 This policy shall remain in effect if the review date passes prior to formal review.

SECTION B

1.0 Reference to other Policy and Legislation

Municipal Government Act

Procedure Bylaw

Agency, Board, Commission and Committee Member Appointments Policy

2.0 Persons Affected

Public Members appointed by Council to boards/committees

3.0 Review/Revision History and Author

CA50/2020

CFS469/2018

CFS138/2017

CA94/2017

CA31/2017

144/2007

Original Signed _____

Simon Boersma
Mayor

Original Signed _____

Michelle Hay
Interim Chief Administrative Officer

Schedule A

Published Government of Alberta Travel and Meal Expense Rates Current as of April 1, 2021

- Standard mileage is reimbursed at the Government of Alberta rate of \$0.505/km.
- Meals will be reimbursed to the following maximums established at the Government of Alberta Rates:
 - Breakfast \$9.20 day
 - Lunch \$11.60 per day
 - Dinner \$20.75 per day