

Council Policy



Board/Committee Membership and Remuneration

Policy Number: CA50/2020

Approval Date: February 11, 2020

Supersedes Policy: Board/Committee/Commission Membership CA94/2017;
Volunteer Board / Committee Member Honorarium Policy CFS469/2018

SECTION A

1.0 Policy Purpose

- 1.1 Morinville acknowledges the value of boards/committees to aid the process of effective, responsible and efficient government. The creation, amendment, dissolution, administration of and appointment to boards/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 Boards, 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 boards 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 **“Chief Administrative Officer”** (CAO) means the chief administrative officer of the Town of Morinville appointed by Council.


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- 2.3 **“Council”** means the Council of Morinville in the Province of Alberta.
- 2.4 **“Council Board/Committee”** means a board, committee, or other body established by Council under the *Act*.
- 2.5 **“Educational Activity”** means any conference, seminar, course, training, or event with content or subject matter directly related to the business of the Board or Committee.
- 2.6 **“Morinville”** means the Town of Morinville in the Province of Alberta.
- 2.7 **“Volunteer Board or Committee Member”** means an individual appointed by Council to a Council Board/Committee.

3.0 Policy Statements

3.1 Establishment of Council Boards/Committees

- 3.1.1 Council may establish a board/committee for any purpose it considers that public input is required.
 - i. Establishment of board/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/committee composition may include:
 - a. Council Members.
 - b. Public Members at Large.
 - 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 board/committee Terms of Reference.
- 3.2.2 Membership may be contingent on standard and specific requirements as per the applicable board/committee Terms of Reference.

3.3 Member Selection and Appointment

- 3.3.1 Application Review Panel: Applications for membership will be subject to vetting processes conducted by an Application Review Panel. The Panel will:
- i. Consider all applications received and conduct interviews to assess alignment with eligibility criteria. The vetting process may also include checking of references.
 - ii. Provide recommendations for Council's consideration on the selection of candidates for member appointment.
 - iii. The Panel may consist of members of Council, Administration and Public Members at Large.
- 3.3.2 Final member selection will be determined by Council. Unless otherwise required by legislation, Council reserves the right to not fill a board/committee vacancy and keep the application and selection process open until a suitable candidate is found.
- 3.3.3 Notification of Selection and Appointment: Applicants will be notified of the final membership selection outcome following appointment by Council.

3.4 Member Accountability and Conduct Standards

- 3.4.1 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/committee.
 - ii. Applicable Morinville bylaws, policies, procedures and practices that may be in force.
- 3.4.2 Confidentiality: During the course of membership on a Morinville board/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.
- 3.4.3 Conflict of Interest: Board/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 board/committee will make a recommendation.
 - ii. The member has a direct or indirect pecuniary interest in the outcome of the board/committee deliberations.
- 3.4.4 Conduct Standards:


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- 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.

3.5 Cessation of Membership

3.5.1 Membership may cease due to:

- i. Term length as determined by the Terms of Reference of the applicable board/committee.
- ii. Completion of mandate and/or dissolution of the board/committee.
- iii. Non-compliance with member accountabilities as per Section 3.4 of this Policy (Member Accountability and Conduct Standards).

Member Remuneration

3.6 Honorarium

Honorarium is intended to provide volunteer board/committee members compensation for Regular and Special Meetings of the board/committee to which they are appointed, and meetings and educational activities with content or subject matter directly related to the activities of the board/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 board/committee or as approved by the Town. Allowances may be made for extraneous circumstances, ie Land Use Bylaw review.

3.6.1 Honorariums for Volunteer Board/Committee Members:

Honorariums are paid to board/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

3.7 Expense Reimbursement

- 3.7.1 Volunteer board/committee 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 B)
 - Meal Allowance shall be set at the Government of Alberta rate (refer to Schedule B)
 - Cost for economy accommodation (rate subject to prior approval)
- 3.7.2 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 attached as Appendix B.
- 3.7.3 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, 2022. 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.



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SECTION B

1.0 Reference to other Policy and Legislation

Municipal Government Act
Procedure Bylaw

2.0 Persons Affected

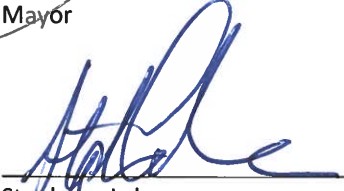
Members at Large appointed by Council to volunteer boards/committees as identified in Schedule A.

3.0 Review/Revision History and Author

CFS469/2018
CFS138/2017
CA94/2017
CA31/2017
144/2007



Barry Turner
Mayor



Stephane Labonne
Chief Administrative Officer

Schedule A

Town of Morinville Established Boards/Committees

- Assessment Review Board
- Community Services Advisory Committee
- Morinville Community Recreation Facility Sponsorship Committee
- Subdivision and Development Appeal Board
- Traffic Advisory Committee


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Schedule B

Published Government of Alberta Travel and Meal Expense Rates Current as of January 1, 2020

- 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


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