
Public Member Committee Remuneration

Policy Number: CP69/2026

Approval Date: April 14, 2026

Supersedes Policy: CP145/2022 - Agency, Board, Commission, and Committee Member Appointments

SECTION A

1.0 Policy Purpose

- 1.1 This Policy establishes the Remuneration of Public Members appointed to Agencies, Boards, Commissions, and Committees.

2.0 Application

- 2.1 This Policy applies to Public Members appointed by Council in accordance with the Council and Public Member Appointment Policy:
 - 2.1.1 to Internal Committees;
 - 2.1.2 to Intermunicipal Committees; and
 - 2.1.3 to External Committees.
- 2.2 Notwithstanding section 2.1, this Policy does not apply to Public Members appointed to the Morinville Library Board, as the Board is responsible for governing its own operations, including the Remuneration of its members.
- 2.3 Remuneration for Council Members appointed to Agencies, Boards, Commissions, and Committees is governed by the Council Remuneration Policy.

3.0 Definitions

The following definitions and interpretations apply to this Policy:

- 3.1 “Administration” means the administrative and operational arm 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.

- 3.2 “Agency, Board, Commission, or Committee” means a body to which Council is entitled to appoint members
- 3.3 “CAO” means the Chief Administrative Officer of Morinville appointed pursuant to s. 205 of the *Municipal Government Act* or the designate of the Chief Administrative Officer.
- 3.4 “Committee” or “Committees” refers to Agencies, Boards, Commissions and Committees to which Council appoints members.
- 3.5 “Council Member” means any Member of Council.
- 3.6 “Council” means Council of Morinville.
- 3.7 “Educational Activity” means any conference, seminar, course, training, or event with content or subject matter directly related to the business of the Committee, and that is included in the approved Council budget and authorized by the CAO or designate.
- 3.8 “External Committee” or “External Agency, Board, Commission, or Committee” means a Committee that is not established by Morinville, including those established by other governing bodies through legislation, and for which Council representation is requested.
- 3.9 “Intermunicipal Committee” means a regional Committee established through bylaw, including but not limited to Intermunicipal Subdivision and Development Appeal Board and Joint Assessment Review Boards.
- 3.10 “Internal Committee” or “Internal Agency, Board, Commission, or Committee” means a Committee established by Morinville through bylaw in accordance with section 145(2) of the *Municipal Government Act*, to which Council appoints one or more members.
- 3.11 “Morinville” or “Municipality” means the Municipal Corporation of Morinville.
- 3.12 “Official Capacity” means activities undertaken by a Public Member in their role on a Committee that are authorized, scheduled, or otherwise consistent with the guiding principles set out in this Policy.
- 3.13 “Public Member” means an individual appointed by Council to an Agency, Board, Commission, or Committee who is not a Council Member.

- 3.14 “Remuneration” means compensation provided to a Public Member in accordance with this Policy, including honorariums and expense reimbursement.

4.0 Policy Statements

4.1 Guiding Principles:

- 4.1.1 Honorariums and expenses must be incurred in an Official Capacity and demonstrate a direct benefit to Morinville, adding community value, or advancing community outcomes.
- 4.1.2 Honorariums for activities and associated expenses must arise from participation in Committee business.
- 4.1.3 Honorariums and expenses must be reasonable, defensible to residents, and able to withstand public scrutiny.
- 4.1.4 All expenses must be free from bias and conflict of interest.

4.2 Conditions for Remuneration:

- 4.2.1 Public Members are eligible to receive Remuneration in accordance with this Policy, provided they fulfill the duties and responsibilities of their appointment in compliance with applicable Committee bylaws and statutory legislation.
- 4.2.2 Remuneration may be withheld where a Public Member fails to:
 - 4.2.2.1 Fulfill the duties and responsibilities associated with their appointment, including meeting participation and completion of any legislatively required training; or
 - 4.2.2.2 Comply with applicable conduct, confidentiality, or conflict of interest requirements set out in relevant Committee bylaws and statutory legislation, including conduct that is disrespectful or disruptive to other members.
- 4.2.3 Remuneration shall not apply to activities that:
 - 4.2.3.1 do not align with the guiding principles set out in section 4.1; or
 - 4.2.3.2 are optional, social, or outside of an Official Capacity.

- 4.3 Where Council appoints a Public Member to an External Committee, Remuneration may be provided only by Council resolution.

- 4.3.1 Where the External Committee provides Remuneration, any Remuneration provided by Council resolution shall be limited to the difference between that amount and the rates established in this Policy.
- 4.4 Where Council appoints a Public Member to an Intermunicipal Committee, Remuneration may be provided in accordance with the applicable Committee bylaw, as those rates are jointly established by participating municipalities.
- 4.5 Honorariums:
 - 4.5.1 Honorariums provide compensation to Public Members for participation at regular and special meetings of the Committee to which they are appointed, and for related meetings or Educational Activities.
 - 4.5.2 Honorariums are based on attendance, recorded in approved minutes or otherwise verified by Administration, and are not provided where a Public Member is absent.
 - 4.5.3 Compensation applies only to attendance at approved meetings or activities and does not include preparation time.
 - 4.5.4 Compensation may include travel time associated with attendance at approved meetings or activities.
 - 4.5.5 For Educational Activities, honorariums are limited to the scheduled duration of the activity.
 - 4.5.5.1 Preparation, self-study, or review of materials completed independently is not eligible for compensation.
 - 4.5.5.2 Where an examination is required, a flat rate equivalent to three (3) hours may be provided.
 - 4.5.6 Honorariums for Public Members shall be paid in accordance with the rate schedule set out in Appendix A.
- 4.6 Expense Reimbursement:
 - 4.6.1 Public Members shall be reimbursed for reasonable out-of-pocket expenses for approved activities outside of Morinville at the following:

4.6.1.1 Travel reimbursement shall be provided at the Canada Revenue Agency (CRA) rate. Mileage shall be calculated from Morinville or the point of origin, whichever is less.

4.6.1.2 Meal reimbursement shall be provided at the Government of Alberta rates or based on actual costs supported by receipts. Where meals are provided as part of an approved activity, no reimbursement shall be provided.

4.6.1.3 Reimbursement for economy accommodation may be provided, subject to prior approval.

4.7 Remuneration Claims:

4.7.1 Claims for Remuneration shall be submitted within two (2) months of the applicable meeting or activity and supported by appropriate documentation.

4.7.2 Claims shall be submitted to Administration and are subject to review and approval by the administrative representative assigned in the applicable Committee bylaw.

5.0 Review Date

5.1 For the purposes of ensuring that this Policy is revised for ongoing relevance and necessity, a review will occur prior to June 30, 2029. The Policy shall be brought forth and repassed in its present or amended form or rescinded.

5.2 This Policy shall remain in effect if the review date passes prior to Council review.

SECTION B

1.0 Reference to other Policy and Legislation

Municipal Government Act

Emergency Management Act and supporting regulations.

Police Act and supporting regulations

Libraries Act

Procedure Bylaw

Assessment Review Board Bylaw

CAO Recruitment & Evaluation Committee Bylaw

Community Services Advisory Committee Bylaw

Council Remuneration Review Committee Bylaw

Emergency Management Bylaw

Library Board Bylaw

Policing Committee Bylaw

Subdivision and Development Appeal Board Bylaw

Town of Morinville/Sturgeon County Intermunicipal Affairs Committee Bylaw

Council and Public Member Appointments Policy

Council Remuneration Policy

2.0 Persons Affected

Public Members appointed by Council to Committees

3.0 Review/Revision History and Author

CP145/2022 – Agency, Board, Commission, and Committee Member Appointments

CA50/2020 – Board/Committee Membership and Remuneration Policy

CFS469/2018 – Volunteer Board / Committee Member Honorarium Policy

CFS138/2017 – Board/Committee/Commission Membership Policy

CA94/2017 – Board/Committee/Commission Membership

CA31/2017 – Board/Committee/Commission Membership

144/2007 – Volunteer Board / Committee Member Honorarium & Per Diem Policy

Original Signed

Simon Boersma
Mayor

Original Signed

Michelle Hay
Chief Administrative Officer

APPENDIX “A”
(attached to and forming part of this Policy)

# of Hours	Honorarium Rate
0 – 1	\$ 25
+1 – 8	\$ 25/hour
+8 (Daily Maximum)	\$ 300
Conferences (Daily Maximum)	\$200