
**APPENDIX G – HONORARIA AND
EXPENSE ACCOUNT REIMBURSEMENTS**

HONORARIA AND EXPENSE ACCOUNT REIMBURSEMENTS

HONORARIA FOR COMMISSION MEMBERS

1. Edmonton Police Commissioners are eligible to receive an honorarium for the following Edmonton Police Commission related activities:
 - a. Attendance at duly constituted Commission meetings;
 - b. Attendance at duly constituted Commission Committee meetings;
 - c. Attendance at related events, approved by the Edmonton Police Commission, such as awards ceremonies where the Commissioner is attending on behalf of the Commission, or which the Commission is sponsoring;
 - d. Attendance at Commission strategic planning sessions or retreats, approved by the Edmonton Police Commission;
 - e. Attendance at conferences and training events which the Commissioner is attending pursuant to Commission policies, approved by the Edmonton Police Commission;
 - f. Attendance at meetings, in person or by electronic means, of the Canadian Association of Police Boards, the Canadian Association for Civilian Oversight of Law Enforcement, the National Association for Civilian Oversight of Law Enforcement, the Alberta Association for Police Governance, or any similar association where the Commissioner holds office, or is representing the Commission as approved by the Edmonton Police Commission;
 - g. Attendance at meetings of external working groups established by the Commission, City Council or other order of government.

2. Commissioners will receive the following honoraria:

Daily Time Commitment	Commissioner	Chair of Commission ¹	Chair of Committee ²
Less than three hours	\$150	\$200	\$200
Three hours or more	\$300	\$400	\$400

¹ Applies also to the Vice-Chair or other Commissioners when acting in the absence of the Chair.

² When chairing a committee meeting.

3. Edmonton Police Commissioners are not eligible to receive an honorarium for attendance at:
 - a. Social events;
 - b. A ride-along with a member of the Edmonton Police Service;
 - c. Informal meetings.

HOSTING AND MISCELLANEOUS BUSINESS EXPENSES

1. Miscellaneous Business Expenses – Miscellaneous business expenses include hosting of business associates locally or while travelling, and costs associated with meetings,

conferences, or seminars. Expenses may include the purchase of alcoholic beverages where the meeting, meal, or event is for a necessary Commission purpose.

2. **Hosting Funds** – Hosting funds is a broad term used to refer to budget funds available for providing hospitality to other agencies, employee and member recognition. The use of public funds by the EPC for these purposes must be able to withstand public scrutiny as well as any internal or external audit.
3. **Business Meetings** – Requests for reimbursement must document the nature of the meeting and the people being hosted.
4. **Membership and employee recognition:**
 - a. Hosting budgets may be used for official or semi-official functions such as functions or presentations to a Commission member or staff member who is retiring.
 - b. The preferred method of payment is through the Commission’s credit card.
5. **Travel:**
 - a. A Commission member or staff member will be reimbursed for reasonable travel expenses for workshops, seminars, conferences and other business meetings outside of the city according to City Policy No. A1415.
 - b. Receipts are required except for recorded mileage. Mileage is paid only to the driver of the car and not to passengers.
 - c. Mileage will not be paid for travel within the City.
 - d. The cost of taxi, bus, airport limousine and parking at airports will be covered on the basis of receipts.
6. **Accommodation (receipts required):**
 - a. Reimbursement will be on the basis of reasonable expenses for commercial accommodation
 - b. If a spouse or partner accompanies the Commission member or staff member, the spouse's/partner's expenses will be paid by the Commission member or staff member.
 - c. Many hotels offer a reduced rate for government employees and this rate should be requested when registering.
7. **Parking** – Commission members and staff members may be reimbursed for parking expenses while on Commission business.
8. **Excluded Items** – Commission members will not be reimbursed for maintaining a home office or other normal everyday costs of being a member of the Edmonton Police Commission.

Effective: November 30 th , 2007	Revised: March 19, 2009
Repealed:	

BUSINESS TRAVEL: CONFERENCES, MEETINGS, HOSTING BUDGET ALLOCATION PARAMETERS

1	Each Commissioner is allocated a maximum amount of up to \$6,000 each year to attend conferences, seminars, and workshops directly related to their responsibilities as Commissioners. The amount allocated is to cover costs of travel, registration, accommodations and food.	Maximum expenditure for this category \$38,000
2	The Chair of the Commission is allocated a maximum amount of \$7,000 to attend conferences, seminars, and workshops directly related to his/her responsibilities as Chair of the Commission. The amount allocated is to cover costs of travel, registration, accommodations and food.	Maximum expenditure \$7,000
3	Reimbursement for hosting and miscellaneous costs can be claimed on the following schedule: (a) Chair \$1,000 \$1,000 x 1= \$1,000 (b) Chairs of Standing Committees \$ 500 \$500 x 3 = \$1,500 (c) Vice-Chair \$ 500 \$500 x 1 = \$ 500 (d) Commissioners \$ 300 \$300 x 4 = \$1,200	Maximum expenditure for this category \$2,000
4	The Executive Director is allocated \$6,000 each year to attend conferences, seminars, and workshops directly related to his/her responsibilities as Executive Director.	Maximum expenditure \$6,000
5	The Executive Director is allocated \$7,000 each year for travel expenses and training of Commission staff.	Maximum expenditure \$7,000
Total		\$60,000

- NOTE:*
- All claims must be supported by receipts.
 - This does not apply to travel for attendance at the board meetings of the CAPB, AAPG, or other association's when the commissioner is representing the Commission
 - The Chair of the Commission is authorized to vary the allocation of funds to individual commissioners, if circumstances warrant, without exceeding the maximum expenditure of that category.