



REPORT TO THE EDMONTON POLICE COMMISSION

DATE: October 12, 2018

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SUBJECT: Commission Honoraria Policy Revisions

RECOMMENDATION(S):

That revised EPC policy #5.6 (Commission Honoraria) be approved.

BACKGROUND:

As per the Policy Development policy schedule, EPC policy #5.6 (Commission Honoraria) was due for review.

COMMENTS / DISCUSSION:

The revised policy contemplates several revisions including:

1. Formatting into new policy template.
2. Addition of policy statement.
3. Additions of guidelines 3b, 3c and 3i which clarifies and allows honoraria payments for committee members, Chair of PSC and ride-alongs.
4. Addition of 5d which states that commissioners are not to receive honoraria for attendance at both CAPG and AAPG committee meetings.
5. Addition of guideline 6 that allows for discretionary approval for honoraria payment not captured in this policy to be extended to both the Chair and Executive Director.
6. Addition of procedures to help clarify the process for attendance sheets and payment submissions.

(Attach)

(CURRENT)

Effective: November 30 th , 2007	Revised: December 17, 2009
Repealed:	October 27, 2016

5.6 COMMISSION HONORARIA

Commissioners will receive an honorarium and will be reimbursed for out-of-pocket expenses as outlined in this manual.

Definitions – For the purpose of this policy and for the details on allowable and unallowable reimbursements, a meeting or series of meetings attended by a Commissioner is considered to be *a duly constituted meeting* if it has been approved in advance by the Commission. The Commission staff will ensure that a record of the time and purpose of the meeting is recorded.

5.6.1 REPORTING OF HONORARIA

Commissioner honoraria will be reported quarterly as part of the Commission financial report.

5.6.2 HONORARIA FOR COMMISSION MEMBERS

1. Edmonton Police Commission members 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, where the Commissioner is attending on behalf of the Commission, or which the Commission is sponsoring;
 - d. Attendance at Commission 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. This includes honoraria for travel to and from the conference/event;
 - f. Attendance at meetings, in person or by electronic means, of the Canadian Association of Police Governance, 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.

If the Chair of the Commission is in attendance at a Committee meeting as an ex-officio member of the Committee, he/she will be paid the same honoraria as a Commissioner.

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;
 - d. ALERT Board meetings, as a Commission member sitting on the ALERT Board.
4. Where Commission approval is required (as set out above) or where the work of the Chair, Vice Chair or other Commissioners is not otherwise captured by the above, payment of honoraria for a specific activity will be brought forward to the Commission for approval by motion.

(REVISED)

Effective: Nov. 30, 2007	Revised: Dec. 17, 2009 Oct. 27, 2016
Repealed:	

5.6 COMMISSION HONORARIA

In recognition of the contribution made to the Edmonton Police Commission (the “Commission”) by its volunteer members, the Commission offers an honorarium for attendance at meetings of the commission, standing committees, and other Commission related duties.

Definitions:

DULY CONSTITUTED MEETING: Means a commission meeting, committee meeting or special meeting at which there is quorum and for which minutes are recorded.

Guidelines:

1. Commissioners will receive an honorarium and will be reimbursed for out-of-pocket expenses as per Policy 5.7 – Expenses.
2. Commissioner honoraria will be reported quarterly as part of the Commission’s financial reporting.
3. Commission members are eligible to receive an honorarium for the following Commission related duties:
 - a) Duly constituted Commission meetings
 - b) Appointed committee members attending duly constituted Commission committee meetings.
 - c) Appointed Chair of the Professional Standards Committee attending disciplinary hearings of the Professional Standards Branch to a maximum of 4 per year.
 - d) Attendance at related events that are approved by the Commission where either the Commissioner is attending on behalf of the Commission and/or which the Commission is sponsoring.
 - e) Attendance at Commission planning sessions or retreats, approved by the Edmonton Police Commission.
 - f) Attendance at conferences, seminars and training events which the Commissioner is attending pursuant to Commission policies, approved by the Edmonton Police Commission. This includes honoraria for travel to and from conferences and events.
 - g) Attendance at Board meetings, either in person or by electronic means, of the Canadian Association of Police Governance (CAPG), the Canadian Association for Civilian Oversight of Law Enforcement (CACOLE), the National Association for

Civilian Oversight of Law Enforcement (NACOLE), the Alberta Association for Police Governance (AAPG), or any similar association where the Commissioner holds office as a Board member, or is representing the Commission as approved by the Edmonton Police Commission.

- h) Attendance at meetings of external working groups established by the Commission, City of Edmonton Council or other orders of government.
- i) Participation in ride-alongs with members of the Edmonton Police Service to a maximum of 1 per year.

4. Commissioners will receive the following honoraria:

DAILY TIME COMMITMENT:	COMMISSIONER:	COMMISSION CHAIR:	COMMITTEE CHAIR:
Less than three hours	\$150	\$200	\$200
Three hours or more	\$300	\$400	\$400

NOTE: The Commission Chair rates also apply to the Vice Chair or other Commissioners acting in the absence of the Chair.

If the Chair of the Commission is in attendance at any Committee meeting as an ex-officio member of the Committee, they will be paid the same honoraria as a Commissioner.

- 5. Commissioners are not eligible to receive an honorarium for attendance at the following:
 - a) Social events;
 - b) Attendance at committee meetings of the CAPG and AAPG;
 - c) Attendance at ALERT Civilian Advisory Committee meetings;
 - d) Informal meetings.

- 6. Where Commission approval is required or where the work of the Chair, Vice Chair or other Commissioners is not otherwise captured by this policy then payment of honoraria for a specific activity will be at the discretion of the Chair or Executive Director.

Procedures:

- 1. Commissioners are responsible for ensuring their attendance is noted on the attendance sheet for all meetings and/or inform administration of attendance for events/meetings/conferences if off-site.

2. As per the EPSC Expenditure Approval and Signing Authorities policy, honoraria submissions for payment under \$5000 must be signed by the Executive Director or their designate.
3. As per the EPC Expenditure Approval and Signing Authorities policy, honoraria submissions for payment in excess of \$5000 requires signed approval by the Executive Director or their designate along with either the Chair of the Commission or the Chair of the Finance Committee.

References:

1. *EPC policy 5.7 – Expenses*
2. *EPC policy 5.5.2 – Expenditure Approval and Signing Authorities*