



## CITY OF ST. ALBERT CITY COUNCIL POLICY

NUMBER	TITLE
C-CAO-25	Honorarium Payments
ORIGINAL APPROVAL DATE	DATE LAST REVISED
December 20, 2021	N/A

### Purpose

To provide the framework for consistent application when offering Honorarium payments to individuals.

### Policy Statement

The City is committed to offering Honorarium payments to individuals in recognition of services provided where no fee is set or legally required to be paid, commensurate with the nature of the service, the complexity of the tasks performed, and the amount of time spent.

### Definitions

“Act” means the *Municipal Government Act*, RSA 2000 c M-26, and any amendments and regulations thereto.

“City” means the municipal corporation of the City of St. Albert.

“Chief Administrative Officer” or “CAO” means the individual appointed by Council to the position of Chief Administrative Officer under section 205 of the Act.

“Council” means the municipal Council of the City of St. Albert.

“Council Committee” means a committee, board, or other body established by Council under the Act.

“Honoraria” means the plural of Honorarium.

“Honorarium” means a voluntary payment made to an individual as a token of appreciation in recognition of special, professional services rendered for which fees are not technically or legally required.

## **Responsibilities**

1. Council shall approve any amendments to this policy.
2. The CAO shall:
  - a. Support the implementation of this policy;
  - b. Ensure the City has administrative directives and policies in place to support this policy;
  - c. Establish the appropriate amounts to be paid as Honoraria under this policy;
  - d. Comply with the reporting requirements of this policy; and
  - e. Recommend amendments to this policy to Council.
3. The recipients of Honoraria shall be responsible for the tax implications, if any, related to the receipt of Honoraria.

## **Service Standards / Expectations**

1. Honoraria are issued to show appreciation and are not an appropriate mechanism to procure services or to deliver a program. Examples of Honoraria are tokens of appreciation for volunteer speakers or when engaging with Indigenous groups.
2. Honoraria may be issued as money (including reimbursement of expenses) or as goods.
3. Monetary Honoraria should be considered only after examining the alternative of entering into a service contract. Service contracts should be considered where there is an ongoing or recurring nature to the payment.
4. In determining an appropriate amount for an Honorarium payment, the following should be considered:
  - a. the amounts paid under comparable situations;
  - b. what is fair under the circumstances; and
  - c. any contributing factors.

5. Monetary Honoraria should be limited to a maximum of \$500, unless a greater amount is specifically authorized by the CAO. All such authorizations must be reported to Council by the CAO.
6. Honoraria will not be issued in the following circumstances:
  - a. For participation as a volunteer member of a Council Committee, unless otherwise provided in the bylaw which establishes the Council Committee; or
  - b. When the City has entered into a fee for service agreement with the intended recipient of an Honorarium payment for the services rendered.
7. The CAO will provide an annual report to Council outlining all Honorarium payments issued in the past year.

DATE REVIEWED	NEXT REVIEW DATE	REVISIONS
December 2021	December 2025	N/A