

HONORARIUM AND REIMBURSEMENT POLICY

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Background

On April 11, 2022, council approved a motion, directed staff on the following:

- To “complete a fulsome **equity-informed corporate policy** for compensation for members of all City of Kitchener advisory committees”.
- Considering that “the current practices related to honorariums have been applied and **implemented inconsistently** and have never been subject to a fulsome review”.
- To address Council motion, in April 2023, EARII research associate began the policy development process.

Policy Development Process

- An **environmental scan** (Over 30 municipalities)
- Two **honoraria surveys**, to engage committee liaisons and City staff and to identify barriers to participation.
- A **governance review**, to ensure that the contextual knowledge of the advisory committees informed the policy.
- **Focus group** consultations, to discuss financial, legal, and administrative challenges
- Key **informant interviews** with several internal stakeholders.
- Collaboration with regional municipalities through the **Reconciliation Action Partnership** Honorarium Compensation Practice Subcommittee.

Recommendations

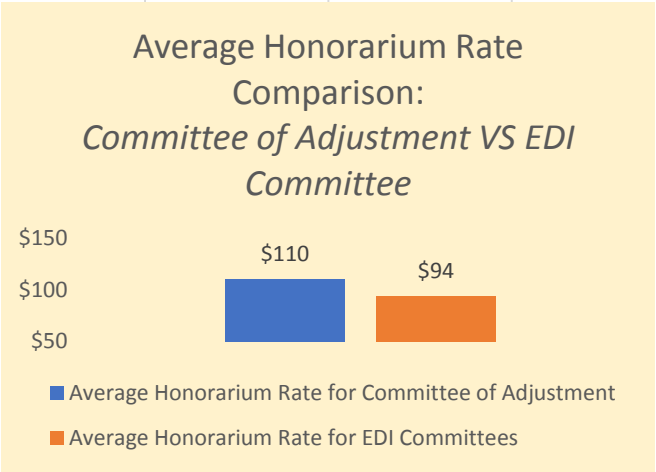
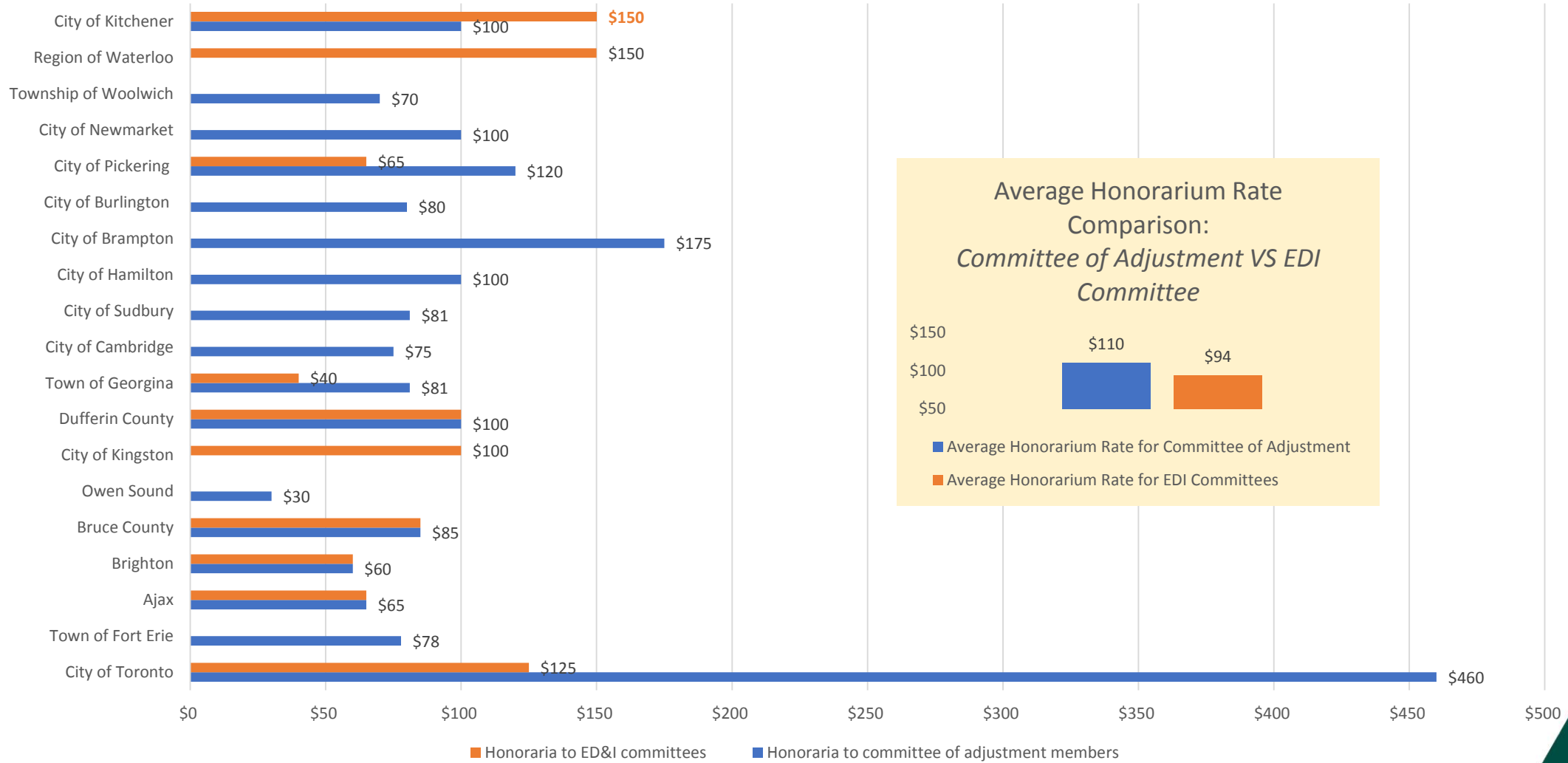
- That Council approve the Honorarium and Reimbursement Policy for Advisory and Quasi-Judicial Committees of Council, as outlined in **Attachment A**, to take effect in January 2024;
- That Council direct staff to develop a separate Honorarium and Reimbursement Policy and/or Standard Operating Procedures (SOP) for the Grand River Accessibility Advisory Committee (GRAAC);
- That as a part of the upcoming Community Engagement Policy review, staff be directed to consider the issue of honorarium and reimbursement as it relates to public participation and engagement.

An Overview of the Proposed Policy

Honorarium & Reimbursement Policy			
#	Name of the Committee/Group	Honorarium (per meeting attended)	Reimbursement (Childcare, Parking Pass, Transit Pass)
1	Committee of Adjustment	\$175 chair/ \$150 members	All resident members
2	Property Standards Committee	\$125 chair/ \$100 members	All resident members
3	Equity and Anti-Racism Advisory Committee	\$150 (all members)	All resident members
4	Grand River Accessibility Advisory Committee (GRAAC)	Will be provided under a policy specific to GRAAC	All resident members
5	Housing Lived Expertise Working Group	Already Provided (based on the Purchase of Service Agreement)	All members (based on the Purchase of Service Agreement)
6	Other Advisory Committees of Council	No Honorarium	All resident members
7	Other Advisory & Public Engagement Groups	To be determined in the process of Community Engagement Policy review	All resident members

Municipal Scan Data Visualization

Honoraria provided to the Committee of Adjustment & EDI Committees



Current vs. Proposed Honorarium Rates

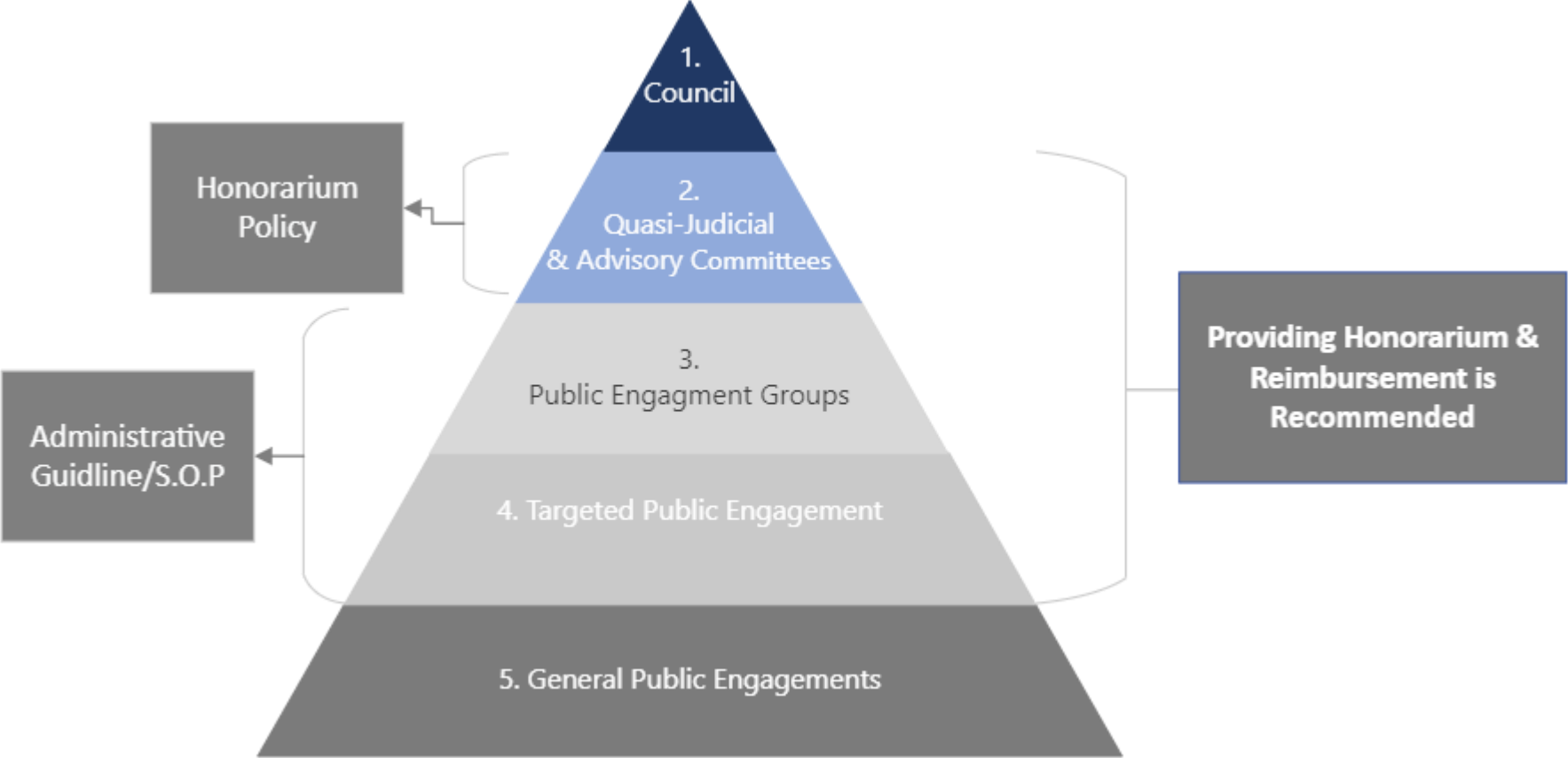
Current Honorarium Rates

Name of Committees	Honorarium Rates
Committee of Adjustment	\$125 Chair(s) & \$100 Members
Property Standards Committee	\$100 Chair(s) & \$75 Members
Equity and Anti-Racism Advisory Committee	\$150 (all Members)
Other Advisory Committees of Council	No Honorarium

Proposed Honorarium Rates

Name of Committees	Honorarium Rates
Committee of Adjustment	\$175 Chair(s) & \$150 Members
Property Standards Committee	\$125 Chair(s) & \$100 Members
Equity and Anti-Racism Advisory Committee	\$150 (all Members)
Other Advisory Committees of Council	No Honorarium

Civic Engagement Pyramid



The Grand River Accessibility Advisory Committee (GRAAC)

- GRAAC is **an inter-municipal committee** made up of seven municipalities in the region. Developing an honorarium policy for GRAAC requires coordination among regional municipalities and consistency across the board.
- The reimbursement policy for people with disabilities requires greater **flexibility and a customized approach** to address barriers based on individual accommodation needs.

Due to this unique characteristic, an independent honorarium and reimbursement guideline is recommended.

Pathways to Evolve the Policy

- A more comprehensive reimbursement package i.e., eldercare, disability care, technology support and mileage.
- Expanding the list of committees receiving honoraria to include all working groups, committees, task forces, and other circumstances where citizens are engaged, and honorarium/reimbursement is appropriate.
- To ensure that the honorarium and reimbursement practices align with the Reconciliation Action Partnership Corporate Administration Honoraria Process for Urban Indigenous Peoples and Communities.

Questions?
THANK YOU!