STIPEND-HONORARIUM FOR NON-ELECTED MEMBERS OF BOARDS / COMMITTEES POLICY (Policy 2019/284)

Section:	**S**	Policy Number:	**2019/284**
Department:	All	Effective Date:	August 13, 2019
Subject:	**STIPEND – HONORARIUM FOR NON-ELECTED MEMBERS OF BOARDS & COMMITTEES**	Revision Date:	**Feb-21-2023**

A Stipend or Honorarium is a fixed amount, agreed upon by Council, which is given to a non-elected member appointed by Council to a municipal board or committee in recognition of the service provided while serving on a board or committee.

STIPEND CALCULATION

(1) A stipend of $75.00 is payable to every non-elected member attending a board or committee meeting. In the event that a member is absent from a meeting - no stipend will be paid.

(2) The stipend payable to non-elected members will be reduced to $50.00 per meeting for any board or committee for which meals are provided.

(3) In addition to the amounts set out in items (1) and (2), above, non-elected committee or board members having a home address in any of Wards 5 – 8 shall be paid an additional sum of $25.00 for each meeting that is attended in-person only.

(4) This policy is not applicable to any board or committee where a stipend – honorarium policy is already in effect for compensation to non-elected members.

PAYMENT STRUCTURE

At the end of each month, the person responsible for meeting attendance (i.e. recording secretary, clerk, municipal staff, etc.) will submit an attendance report to the Accounts Payable Department for payment of the previous month's stipend-honorarium attendance payout.

ACCURACY OF RECORDS

To ensure accurate records, it is imperative that any changes to the non-elected membership (i.e. resignations and/or vacancies) be communicated immediately with the individual responsible for organizing the board or committee meetings.