

Council Policy P-FIN-31-C
| Participation Support for Subdivision and
Development Appeal Board Citizen Members

Title:	Participation Support for Subdivision and Development Appeal Board Citizen Members	Date adopted:
Number:	P-FIN-31-C	Effective date:
Owner:	Legislative Services	Last amended:

Purpose

- 1 This policy establishes financial supports for citizen members to participate in the City of Airdrie’s Subdivision and Development Appeal Board (“SDAB” or “Board”).

Definitions

- 2 All words in this policy have the same meaning as the *Committees Bylaw, B-11/2024*, unless defined otherwise.

In this policy,

- (1) “City of Airdrie” or “City” means the City of Airdrie as a municipal corporation and the area within its jurisdictional boundaries;
- (2) “compensate” means payment for a citizen member’s time and service;
- (3) “dependent” means a child, elder, or a person with special needs who is a dependent of a citizen member;
- (4) “disability” has the same meaning as defined in the *Accessible Canada Act*;
- (5) “hearing” means a proceeding before the Board or the General Appeal Board to hear an appeal, including procedural and merit matters, and the decision-making directly after the hearing adjourns;
- (6) “incidental expense” means an out-of-pocket cost necessarily incurred by a citizen member to attend meetings, like meals, public transit travel fares, dependent care, and accessibility supports.
- (7) “meeting” means a meeting of the SDAB that is not a hearing or training, and was approved and organized by the City Clerk;
- (8) “reimburse” means the repayment of money a citizen member spent on an incidental expense; and

Council Policy P-FIN-31-C | Participation Support for Subdivision and Development Appeal Board Citizen Members

- (9) “training” means participation at conferences, workshops, or other training activities as pre-authorized by the City Clerk but does not refer to training expenses (e.g. registration, tuition, etc.).

Scope

- 3 This policy applies to citizen members appointed to the City of Airdrie’s SDAB when performing their duties as Board members and General Appeal Board members.

Policy

Compensation for service and time

- 4 The City values the time citizen members spend on the Board and recognizes the unique obligations and skills they have when serving as decision-makers in quasi-judicial tribunals.
- 5 The City compensates citizen members for their time at hearings, training, and SDAB meetings at the per diem rates established in Schedule “A” of this policy.

Reimbursement for incidental expenses

- 6 The City recognizes that there are barriers to participating in governance committees. To reduce these barriers and encourage a wide range of citizen member applicants, the City offers a variety of supports for appointed citizen members.
- 7 The City reimburses citizen members for their incidental expenses at the rates listed in Schedule “B” of this policy.

Claim submission

- 8 Citizen members must submit claim forms and any related receipts to their Committee Clerk within six months of a meeting or incurring the expense. Claims are processed in accordance with City policies, procedures, and practices.
- 9 The City Manager makes the final decision when a citizen member and Administration disagree on the interpretation or application of this policy.

Relevant legislation

- [Accessible Canada Act, SC 2019, c 10](#)
- [Municipal Government Act, RSA 2000, c M-26](#)
- [Committees Bylaw, B-11/2024](#)
- [Subdivision and Development Board Bylaw, B-48/2022](#)

Appendices

- Schedule "A" – Compensation Rates
- Schedule "B" – Reimbursement for Incidental Expenses

Version history

Council amendments: N/A
Administration reviews: N/A
Date rescinded: N/A

DRAFT

Council Policy P-FIN-31-C | Participation Support for Subdivision and Development Appeal Board Citizen Members

Schedule “A” Compensation rates for SDAB Citizen Members

- 1 Citizen members are paid the following per diems, accordingly:
 - (1) \$164 for hearing preparation and draft decision review combined (per decision rendered);
 - (2) \$164 for hearings and meetings up to 4 hours long;
 - (3) \$290 for hearings and meetings from 4 to 8 hours long;
 - (4) \$427 for hearings over 8 hours;
 - (5) \$200 per day of training.

- 2 A citizen member chairing a hearing is paid the following per diems, accordingly:
 - (1) \$219 for hearing preparation and draft decision review combined (per decision rendered);
 - (2) \$219 for hearings up to 4 hours long;
 - (3) \$383 for hearings from 4 to 8 hours long; and
 - (4) \$601 for hearings over 8 hours.

- 3 Where a citizen member is appointed as a chair of the SDAB, that chair is paid the following per diems, accordingly:
 - (1) \$219 for hearing preparation and draft decision review combined (per decision rendered);
 - (2) \$219 for hearings and meetings up to 4 hours long;
 - (3) \$383 for hearings and meetings from 4 to 8 hours long;
 - (4) \$601 for hearings and meetings over 8 hours; and
 - (5) \$200 per day of training.

Council Policy P-FIN-31-C **| Participation Support for Subdivision and** **Development Appeal Board Citizen Members**

Schedule “B” **Reimbursement Rates for Incidental Expenses**

Meals

- 1 The City reimburses citizen members for meals purchased while attending a hearing, training, meeting, if the hearing, meeting, or training runs longer than 5 hours; and a meal is not provided by the event host.
- 2 The maximum claimable per diem is \$20.00 CAD for lunch and \$35.00 CAD for dinner. A gratuity of up to 15% of the meal amount may be allowed as part of the expense.

Transportation

- 3 The City provides a citizen member transit fare for travel on City of Airdrie transit within Airdrie for the sole purpose of attending an in-person meeting or returning from an in-person meeting.
- 4 The City does not reimburse citizen members for mileage, parking, rental vehicles, or the use of hired vehicles (including e-scooters), shared ride services, or chauffeured vehicle (like taxis, Ubers, etc.).
 - (1) Despite section 4, the City reimburses for mileage and parking for training located outside of Airdrie at the same rates as City employees.

Dependent care

- 5 When a citizen member must pay for additional dependent care to attend a hearing, training, or meeting, the City reimburses the citizen member for the costs of the dependent care for the duration of a hearing, training, or meeting, and the reasonable travel time to and from an in-person event, up to \$1,000 annually.

Additional supports

- 6 The City reimburses citizen members experiencing a disability for the costs for accessibility services, technology, or other supports that the citizen member requires to participate in hearings, trainings, or meetings, unless the support is provided by the City or funded by another source.

Ineligible expenses

- 7 Reimbursable incidental expenses do not include:
 - (1) any lost wages;
 - (2) monthly transit passes or transit passes for travel outside of the City of Airdrie;
 - (3) alcohol and cannabis; or
 - (4) anything else deemed non-incident by the City Manager;