



**City of Kingston  
Report to Council  
Report Number 24-238**

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**To:** Mayor and Members of Council  
**From:** Janet Jaynes, City Clerk  
**Resource Staff:** Derek Ochej, Deputy City Clerk  
**Date of Meeting:** November 5, 2024  
**Subject:** Committee Member Honoraria Program

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**Council Strategic Plan Alignment:**

Theme: 4. Foster a Caring and Inclusive Community

Goal: 4.4 Celebrate and enable civic engagement.

**Executive Summary:**

The purpose of this report is to update Council with respect to the committee member honoraria pilot program. The pilot program began in 2023 and included public members with the Housing & Homelessness Advisory Committee and was expanded in 2024 to include public members of the Equity, Diversity and Inclusion Advisory Committee and Municipal Accessibility Advisory Committee. This report includes summary results from a survey of committee members currently participating in the program. Staff are not recommending any changes to the program at this time.

**Recommendation:**

This report is for information only.

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**Authorizing Signatures:**

ORIGINAL SIGNED BY CITY CLERK

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**Janet Jaynes, City Clerk**

ORIGINAL SIGNED BY CHIEF

ADMINISTRATIVE OFFICER

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**Lanie Hurdle, Chief  
Administrative Officer**

**Consultation with the following Members of the Corporate Management Team:**

Paige Agnew, Commissioner, Growth & Development Services	Not required
Jennifer Campbell, Commissioner, Community Services	Not required
Neil Carbone, Commissioner, Corporate Services	Not required
David Fell, President & CEO, Utilities Kingston	Not required
Peter Huigenbos, Commissioner, Major Projects & Strategic Initiatives	Not required
Brad Joyce, Commissioner, Infrastructure, Transportation & Emergency Services	Not required
Desirée Kennedy, Chief Financial Officer & City Treasurer	

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**Options/Discussion:****Background**

In June 2021 Council passed a motion directing staff to investigate ways to improve inclusion on committees and reduce barriers using an equity, diversity and inclusion lens. In March 2022 Council approved a one-year pilot program to provide a per meeting honoraria to public members of the Housing and Homelessness Advisory Committee (HHAC). The pilot program began in January 2023 and in November 2023 Council approved an expansion of the pilot program to include the Municipal Accessibility Advisory Committee (MAAC) and the Equity, Diversity and Inclusion Advisory Committee (EDIAC) beginning in January 2024.

In February 2024 Council approved an honorarium for members of the Committee of Adjustment. This honoraria program is separate from the one discussed in this report and it is funded by revenue generated from *Planning Act* application fees.

The honoraria are available only to public members of the committees and does not include committee members appointed on the basis of their affiliation with a specific organization or group. Members receive the honoraria after attending a committee meeting. If a member does not attend a meeting, they are not eligible to receive the honoraria.

A total of 23 out of 29 eligible members from the three committees opted-in to receive the \$100 honoraria per meeting. Four of five eligible members of HHAC, twelve of fifteen eligible members of MAAC (one member receiving the honoraria resigned part way through their term of appointment) and seven of nine members of EDIAC opted-in to receive the honoraria.

Along with approval of the expanded pilot program, the staff recommendation included providing Council with an evaluation on the expanded pilot program before the end of Q4 2024. Staff are not recommending any changes to the program for 2025. Further details regarding the expanded pilot program, including the results of a survey of committee members participating in the program, are contained in this report.

Maintaining the program in its current form is supported by survey results contained below, as well as direction contained within the Kingston Strategic Plan 2023 – 2026, specifically the priority to foster a caring and inclusive community and the goal of celebrating and enabling civic engagement.

**Public Engagement**

Committee members participating in the program were asked in September 2024 to complete an anonymous, voluntary survey regarding the program. Below is a summary of the responses, organized by question. 14 responses were received out of a potential pool of 23, resulting in a response rate of 61%.

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Question 1: Were you aware of the honoraria pilot program at the time you applied to serve on your Committee.

10 respondents indicated that they were not aware of the program at the time of application, with four indicating that they were aware of the program at the time of application.

Question 2: Select your agreement with the following statements regarding your participation in the honoraria program:

1. The program reduced barriers to my participation on the Committee.

14.3% strongly agreed with the above statement, 28.6% agreed, 42.9% neither agreed nor disagreed and 14.3% disagreed.

2. The program made me feel that my experience, knowledge and time were valued.

35.7% strongly agreed with the above statement, 57.1% agreed, and 7.1% neither agreed nor disagreed.

3. Continuing the program would encourage my continued participation on my Committee.

28.6% strongly agreed with the above statement, 42.9% agreed, 21.4% neither agreed nor disagreed, and 7.1% disagreed.

Question 3: Do you consider the current honoraria of \$100 per meeting adequate compensation?

12 respondents agreed that the current honoraria is adequate compensation. Two respondents disagreed that the current honoraria is adequate.

Question 4: If the respondent selected 'no' for the above question, they were asked to provide an honorarium amount they considered adequate.

Those who disagreed with Question 3 were given the opportunity to suggest what adequate compensation would be. Responses received were \$50 per meeting and \$200 per meeting.

Question 5: Do you self-identify as being part of an equity-seeking or equity-deserving group?

The survey defined equity-seeking groups as those that identify barriers to equal access, opportunities and resources due to disadvantage and discrimination and actively seek social justice or reparation. Equity-deserving groups were defined as communities that experience significant collective barriers in participating in society. These barriers could include attitudinal, historic, social and environmental

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barriers based on age, ethnicity, disability, economic status, gender, nationality, race, sexual orientation and transgender status, etc.

Ten respondents self-identified as being part of an equity-seeking or equity-deserving group, while two respondents indicated that they were not part of such a group, with two respondents selecting that they preferred not to answer.

Question 6: Are there any additional comments you would like to provide regarding the honoraria program?

Six responses were received to this question. Three responses indicated that the honoraria program made the committee member feel valued and that their knowledge was appreciated. One response indicated that the committee member used their honoraria to purchase supplies to assist their participation in committee work. Two responses indicated that the honoraria reduced the committee members' barriers related to employment. One response received was not in relation to the honoraria program but was a comment on the committee structure itself.

### **Analysis**

Survey results confirm that the goals of the honoraria program are being met, with a strong majority of members agreeing that the program reduces barriers to participation and makes committee members feel valued for their experience, knowledge and time. The survey results also confirm that the continuation of the program will encourage members to continue serving on their respective committees, and that the current level of compensation is adequate. The above information is further supported by the open-ended comments that were received as part of the survey.

### **Indigenization, Inclusion, Diversity, Equity & Accessibility (IIDEA) Considerations**

The purpose of the honoraria program is to reduce barriers for meaningful inclusion to equity-seeking and equity-deserving populations and to demonstrate that the City of Kingston values the contributions of its public members on committees. Through the demonstration of these values, the City seeks to increase the representation of equity-seeking and equity-deserving populations on committees.

The three committees chosen to participate in the program (HHAC, MAAC and EDIAC) represent subject areas where the lived experience of potential members is greatly valued. Staff also recognize that many of the people who have this lived experience face additional barriers to participation, some of which may be lowered through receiving an honorarium.

### **Existing Policy/By-Law**

[Public Appointment Policy](#)

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**Financial Considerations**

As of October, \$7,400 has been paid in total as part of the program in 2024. \$14,00 in funding for the continuation of the program in its current form is included in the Clerk's Department budget request for 2025.

**Contacts:**

Derek Ochej, Deputy City Clerk, 613-546-4291 extension 1252

**Other City of Kingston Staff Consulted:**

None.

**Exhibits Attached:**

None.