

THE RICHMOND REGIONAL TRANSPORTATION PLANNING ORGANIZATION (RRTPO/MPO) POLICY AND PROCEDURES

Community Transportation Advisory Committee (CTAC) Member Honorarium

1. PURPOSE

Robust community engagement efforts ensure that residents can provide meaningful input on policies and programs. Honorarium payment practices demonstrate our recognition of the value of community members' voice in the planning process.

Payment of an honorarium to individuals who volunteer to serve on the Community Transportation Advisory Committee of the Richmond Regional Transportation Planning Organization (RRTPO) is a crucial facet of an effective community engagement model. Partnering with community members and people with lived experiences during research, policymaking, and planning presents opportunities to enrich the work, incorporate multiple perspectives and advance our goals of broader community participation.

Benefits:

- a.** Honorariums recognize the long-term time commitment of volunteer community members serving on an advisory committee and the value of their time, effort and expertise contributes to the planning process.
- b.** Honorariums acknowledge and seek to mitigate financial barriers community volunteers may have to participate.
- c.** Honorariums encourage a variety of community members from across the region to participate.
- d.** Honorariums encourage individuals to prioritize and dedicate time to meaningful and sustained engagement.

2. SCOPE

- a.** This policy shall govern the compensation of members of the Community Transportation Advisory Committee of the RRTPO.
- b.** This policy shall be effective starting July 1, 2026.

3. DEFINITIONS

- a. "Monetary Payment"** refers to the honorarium paid directly to Community Transportation Advisory Committee members or represented organizations.
- b. "Other Incentives"** means any other benefits or incentives provided to advisory committee members or member agencies.
- c. "Meeting"** means a meeting as defined by Va. Code § 2.2-3701.

4. PAYMENT AND ELIGIBILITY

- a.** Community Member Appointees and their Alternates to RRTPO's Community Transportation Advisory Committee shall be eligible for payment of an honorarium in the amount of \$50.00 per meeting attended.
- b.** Community Organizations representatives and their Alternates to the RRTPO's Community Transportation Advisory Committee shall be eligible for payment of an honorarium in the amount of \$50.00 per meeting where an appointed representative of the organization attended.
- c.** Individuals will not be eligible for payment of an honorarium if they are a local elected official, state agency or institution representative, or are participating in the committee as a part of their compensated work with another employer or community organization.
- d.** Community Member Appointees and represented organizations may waive receipt of payment of an honorarium by providing notice to the RRTPO Secretary or through failure of providing requested payment information by the designated deadlines.
- e.** The following other incentives will be provided to all members of the Community Transportation Advisory Committee to promote in-person attendance at regular meetings.
 - 1) A meal
 - 2) Parking validation

5. PAYMENT OF HONORARIUMS

- a.** PlanRVA will issue payment of all honorariums as the fiscal agent for the RRTPO.
- b.** The timeframe for payment of honorariums for meeting attendance will be determined by PlanRVA but will generally be processed/issued on a fiscal year quarterly basis.
- c.** Payment shall be in the form of a bank check, ACH payment or direct deposit.
- d.** When payment is in the form of direct deposit, individuals must furnish a Social Security Number and bank account number to receive direct deposit payments.
- e.** For individuals not having a bank account, arrangements will be made for another form of payment.
- f.** Individuals attending meetings virtually will also be eligible for compensation.
- g.** Individuals will be responsible for reporting their compensation payments. Plan RVA will provide documentation of payments provided to each individual for tax filing purposes when payment exceeds \$600 per calendar year.
- h.** Individuals should be aware that receipt of compensation may affect their eligibility for certain income-based services and programs, and/or change their tax return filing status
- i.** Participation in the compensation program is voluntary, and individuals not electing to receive payments must notify PlanRVA staff
- j.** The receipt of compensation will be in addition to any other non-monetary or other incentives that may be provided for in person meeting attendance, such as meals, parking validation, program registration, etc.
- k.** There is no limit to the total number of payments or their cumulative value.

6. FUND AVAILABILITY

- a.** The program will be subject to continuation based on the availability of funds.