

COUNCIL POLICY

SUBJECT: COUNCIL REMUNERATION AND EXPENSES			
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1. REMUNERATION

- a. The amounts of the remuneration shall be determined annually and shall be based on the average of the remuneration of Council members in other municipalities of comparable size:

Abbotsford	Delta	Kamloops
Kelowna	Langley (Town)	Nanaimo
North	Victoria	
Vancouver		

- b. The remuneration shall be paid in arrears in equal bi-weekly installments except that any retroactive payments shall be paid in lump sums. Rate adjustments shall be implemented the first pay date in June for the calendar year.
- c. In the event that the Mayor or a Councillor ceases to hold office for any reason whatsoever prior to the last day of December in any year, the Mayor or Councillor shall be paid a pro-rata share of the bi-weekly installment up to and including the date in which they cease to hold office and shall receive no further remuneration for the remaining portion of the year.
- d. Where a Councillor serves as Acting Mayor during the absence, illness or other disability of the Mayor, the Council may authorize the payment of additional remuneration to the Acting Mayor in the amount of the difference between the remuneration payable to the Mayor and to a Councillor for the period served.

2. EXPENSES - CONFERENCES, TRAINING, MEETINGS AND TRAVEL

- a. Subject to the annual budget allocation, Council members are authorized to attend the conferences and seminars of the following organizations on behalf of the Municipality:
- Federation of Canadian Municipalities (FCM),
 - Federation of Canadian Municipalities Sustainable Communities (FCMSC),
 - Union of British Columbia Municipalities (UBCM),
 - Association of Vancouver Island and Coastal Communities (AVICC),
 - Local Government Leadership Academy (LGLA), and
 - Any other organization which offers seminars for newly-elected officials.

In lieu of attending the conferences and seminars of these organizations and subject to the annual budget allocation, Council members may attend conferences, seminars, workshops or other training opportunities on behalf of the Municipality that are related to municipal business. Members attending events in lieu of those listed will advise Council of the alternative event and, as appropriate, provide Council with any information received at the event.

- b. The Mayor as Chair of the Saanich Police Board is authorized to attend the annual conference of the BC Association of Police Boards on behalf of the Municipality.
- c. The Mayor or a delegate are authorized to attend meetings within Canada of particular importance to the Municipal interest on behalf of the Municipality. Meetings under this subsection, outside of Canada, require prior approval of Council.
- d. Members of Council may attend events outside of Canada with the prior approval of Council and subject to budget allocation.
- e. The Mayor or Acting Mayor is authorized to spend money to receive and entertain distinguished guests of the Municipality.

3. **REIMBURSEMENT LIMITS AND PROCESS**

- a. The types of expenses and expenditures that may qualify for payment and the levels at which payment may be made are as follows:
 - Actual registration fees for the Council member;
 - Actual transportation costs, or an allowance where travel is by private vehicle will be as prescribed in the Finance Mileage Reimbursement Rates Schedule, not to exceed the return single economy airfare;
 - Baggage fees for 1 bag when not included in the base airfare; and
 - Actual accommodation cost for standard single room, except an allowance of \$50 per night may be paid if accommodations is with friends or relatives.
- b. Where a Council member is performing activities referred to in subsection 2a, b or c outside of the Capital Regional District, the Council member shall be entitled to be paid a daily allowance for the cost of meals and gratuities, when meals are not provided, and incidentals to a maximum of \$75 as follows:
 - Breakfast - \$15
 - Lunch - \$20
 - Supper - \$30 and
 - Incidentals - \$10 for each overnight stay.
- c. All requests for reimbursement must be submitted on the appropriate forms as established by the Director of Finance and include receipts and other documentation as necessary.

4. **EXPENSES – BENEFIT PLANS**

a. Council members may participate in the following benefit plans:

Extended Health	100% participant paid
Dental	Employer – single rate covered; top up to couple of family participant paid

b. Workers Compensation: Council members are not considered as employees for the purposes of the *Workers Compensation Act*, and as such are not covered under WCB if they have an accident or incident while performing their work as a member of Council.

5. **EXPENSES – WORK TOOLS**

a. Council members will be provided with a Saanich email address, cell phone and tablet with data plans sufficient for municipal business at the commencement of their term.

6. **REPORTING OF REMUNERATION AND EXPENSES**

(*Community Charter*, Section 168.1)

- a. At least once each year, the Finance Department will prepare a report for Council separately listing the following for each Council member by name:
- The total amount of remuneration paid to the Council member for discharge of the duties of office;
 - The total amount of expense payments for the Council member made as reimbursement for expenses incurred and paid by the District of Saanich on behalf of the member;
 - The total amount of any benefits including insurance policies and policies for medical and dental services provided to the Council member or the Council member's dependents; and
 - Any contracts reported under Section 107 of the *Community Charter*, including a general description of their nature.