

## COUNCIL POLICY

<b>SUBJECT:</b> COUNCIL REMUNERATION AND EXPENSES			
<b>DATE:</b>	APRIL 10, 2000	<b>REFERENCE:</b>	00/182
<b>REVISED:</b>	MARCH 31, 2003	<b>REFERENCE:</b>	03/90
<b>REVISED:</b>	MARCH 3, 2006		
<b>REVISED:</b>	NOVEMBER 25, 2008	<b>REFERENCE:</b>	08/288
<b>REVISED:</b>	JANUARY 17, 2012	<b>REFERENCE:</b>	12/CNCL

### 1. REMUNERATION

- a. The members of Council shall be remunerated for discharge of the duties of office and one-third of the remuneration shall be an allowance for expenses incidental to those duties other than expenses covered in Section 2 of this policy.
- b. The amounts of the remuneration shall be determined annually by Council during consideration of the Financial Plan and shall be based on the average of the remuneration of Council members in other municipalities of comparable size.
- c. The remuneration shall be paid in arrears in equal bi-weekly installments except that any retroactive payments shall be paid in lump sums.
- d. 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 he/she ceases to hold office and shall receive no further remuneration for the remaining portion of the year.
- e. 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

- a. Council members are authorized to attend the annual conferences of the following organizations on behalf of the Municipality and shall be paid in accordance with subsections e and f for expenditures made or expenses incurred:
  - Federation of Canadian Municipalities,
  - Federation of Canadian Municipalities Sustainable Communities,
  - Union of British Columbia Municipalities,
  - Association of Vancouver Island and Coastal Communities,
  - Local Government Leadership Academy, and
  - Any other organization which offers seminars for newly-elected officials.
- 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 and shall be paid in accordance with subsections e and f for expenditures made or expenses incurred.

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- c. The Mayor or his delegate are authorized to attend meetings of particular importance to the Municipal interest on behalf of the Municipality and shall be paid in accordance with subsections e and f for expenditures made or expenses incurred.
- d. Council members shall be paid in accordance with subsections e and f for expenditures made or expenses incurred, other than for those set out in subsections a, b or c, when on the approval of Council the Council member is:
- representing the Municipality,
  - engaging in municipal business, or
  - attending a meeting, course or convention.
- e. 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 cost, 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, and
  - actual accommodation cost for standard single room, except an allowance of \$50 per night may be paid if accommodation is with friends or relatives.
- f. Where a Council member is performing activities referred to in subsection a, the Council member shall be entitled to be paid a daily allowance for the cost of meals, gratuities and incidentals to a maximum of \$60 as follows:
- breakfast - \$11,
  - lunch - \$15,
  - supper - \$25, and
  - incidentals - \$9 for each overnight stay.
- g. The Mayor or Acting Mayor is authorized to spend money to receive and entertain distinguished guests of the Municipality.
3. **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, including the one-third specified as an expense allowance,
  - the total amount of expense payments for the Council member made as reimbursement for expenses incurred or as an allowance that is not reported under the total amount of remuneration,

- 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.