

**TOWN OF LAKE COWICHAN**

**Council Remuneration and Expenses**

**Bylaw No. 949-2014**

**WHEREAS** Section 12 of the *Community Charter* authorizes the Council to establish any terms and conditions it considers appropriate;

**AND WHEREAS** Council considers appropriate the establishment of remuneration and expenses for the members of Council in their exercise of duties on behalf of Council;

**NOW THEREFORE** the Council of the Town of Lake Cowichan, in an open meeting assembled, enacts as follows:

1. This Bylaw may be cited as "Town of Lake Cowichan Council Remuneration and Expense Bylaw No. 949-2014".
2. In this Bylaw "Municipality" means the Town of Lake Cowichan.
3.
  - (a) There shall be paid out of annual revenues an annual remuneration to Council members for the discharge of the duties of office as provided for in Schedule "A" attached to and forming part of this bylaw;
  - (b) Payment of the annual remuneration set out in Schedule "A" shall be paid in twenty six (26) payments to equal the annual remuneration payable;
  - (c) One third of the remuneration paid pursuant to Section 3 (a) and (b) shall be paid as an allowance for expenses incidental to the Council members' discharge of the duties of office; and
  - (d) Notwithstanding the foregoing, a financial penalty equal to 2 remuneration payments shall be deducted from his or her remuneration each time a member misses 3 meetings in a 3 month period, without council approval. Absences from meetings at which a council member is a council representative will count for purposes of determining meetings missed.
4. The Council approves attendance by its members at any of the following:
  - (a) the annual Union of British Columbia Municipalities (U.B.C.M) Convention;
  - (b) the annual Association of Vancouver Island and Coastal Communities (A.V.I.C.C.) Convention;
  - (c) meetings within or without the boundaries of the Municipality to which members have been duly appointed as representatives by the Mayor or Council;
  - (d) meetings or business required in the conduct of the duties of the office of the Mayor; or
  - (e) any other Municipal business, meeting, course or convention approved by resolution of Council.
5. Each member is reimbursed:
  - (a) when representing the Municipality beyond the municipal boundaries and for that each member may receive reimbursement of actual expenses incurred for attendance at meetings or functions within the Municipality;



- (b) when each member of Council delivers to the Chief Administrative Officer evidence of expenditures incurred by the Council member.

6. The following expenditures qualify for reimbursement:

- (a) actual accommodation expense accompanied by receipts or private accommodation expense of Twenty-five Dollars (\$25) may be made without receipts for each night spent away from the municipality;
- (b) transportation expense including airfare and car rentals; or mileage expense as per Section 8 for the use of own vehicle by a Council member and such member is encouraged to use other means of public transportation where feasible if the cost of such travel is less than the mileage expense;
- (c) mileage distances between the travel destinations shall be as calculated by Google Map and where ferry travel is part of the trip, mileage will be accordingly adjusted;
- (d) registration and membership fees;
- (e) long distance telephone and fax charges for calls involving municipal business;
- (f) parking charges and laundry expenses with the latter only applicable where overnight stay is required;

7. (a) In addition to the remuneration and expenses paid in Section 3 and 5, a meal allowance will be paid to Council members while attending a meeting, or while on a course or attending a convention away from the municipality as follows:

	<u>In BC, except Vancouver</u>	<u>Vancouver/outside BC</u>
Breakfast	\$12.00	\$15.00
Lunch	18.00	22.00
Dinner	<u>30.00</u>	<u>38.00</u>
	<u>\$60.00</u>	<u>\$75.00</u>

- (b) notwithstanding the foregoing, the per diem will be adjusted for any meals provided as part of a meeting or conference or course; and
- (c) where a partner accompanies the member of Council and where overnight stay is required, an additional per diem of \$25.00 is payable for each night away.

8. (a) The level at which a Council member may be reimbursed for use of own vehicle is at mileage rates as allowed by the Canada Revenue Agency.

- (b) The level at which a Council member may be reimbursed is the total amount of expenditures incurred under Sections 6 and 7.
- (c) However, where an overnight stay is required a claim of up to \$5.00 per day may be made without receipts for incidental expenses listed under both Section 6(d) and Section 6(e).

9. (a) The Town of Lake Cowichan is hereby authorized to enter into agreements for benefits for Council members and their dependents.

- (b) Participation in any or all of the benefit plans shall be at the member's option.



- (c) With the exception of Section 9 (d), Council members shall be responsible for the full costs of premiums for the benefit plans as charged to the Town of Lake Cowichan.
- (d) Accident Insurance and weekly indemnity coverages shall be extended to all Council members while engaged on municipal business, and the costs of such coverage shall be borne by the Town of Lake Cowichan.
- (e) Reimbursements for telecommunication expenses that are used for conducting the business matters on behalf of the Town of Lake Cowichan will be reimbursed at a rate of 75% of the monthly statement up to but not exceeding a maximum amount of \$30 per month.
- (f) The Mayor will be provided with a smart phone in accordance with existing policy.
- (g) Each member of council will be provided a tablet so that agendas and e-mails may be directed to individual tablets for the conduct of council business.
- (i) Members of Council reimbursed for personal internet charges/usage will be required to provide copies of monthly invoices from time to time when such are requested.

11. That upon adoption of the bylaw, Bylaw No. 905-2011 being the "*Town of Lake Cowichan Council Remuneration and Expense Bylaw No. 905-2011*" is hereby repealed.

READ A FIRST TIME on the 16<sup>th</sup> day of September, 2014.

READ A SECOND TIME on the 16<sup>th</sup> day of September, 2014.

READ A THIRD TIME on the 28<sup>th</sup> day of October, 2014.

RECONSIDERED, FINALLY PASSED and ADOPTED by the Municipal Council of the Town of Lake Cowichan on the 25<sup>th</sup> day of November, 2014.

\_\_\_\_\_  
 Ross Forrest  
 Mayor

\_\_\_\_\_  
 Joseph A. Fernandez  
 Corporate Officer

I hereby certify the foregoing to be a true and correct copy of "Town of Lake Cowichan Council Remuneration and Expense Bylaw No. 949-2014" as adopted on this 25<sup>th</sup> day of November, 2014.

\_\_\_\_\_  
 Corporate Officer



**Schedule "A"****A. REMUNERATION AND INCIDENTAL EXPENSES EFFECTIVE DECEMBER 1, 2013**

REMUNERATION TO COUNCIL MEMBERS PAYABLE SHALL BE AS FOLLOWS:

- (a) That the Mayor of the Municipality shall be paid an annual indemnity of Fifteen Thousand Eight Hundred Dollars (\$15,800.00).
- (b) That each Councillor of the Municipality shall be paid an annual indemnity of Ten Thousand Six Hundred Dollars (\$10,600.00).

**INCIDENTAL EXPENSES**

That one third of the remuneration for the Mayor and Council set out above shall be considered as allowance for expenses incidental to the discharge of the duties of their office.

**B. REMUNERATION AND INCIDENTAL EXPENSES EFFECTIVE DECEMBER 1, 2014**

REMUNERATION TO COUNCIL MEMBERS PAYABLE SHALL BE AS FOLLOWS:

- (a) That the Mayor of the Municipality shall be paid an annual indemnity of Twenty Thousand Dollars (\$20,000.00).
- (b) That each Councillor of the Municipality shall be paid an annual indemnity of Twelve Thousand Dollars (\$12,000.00).

**INCIDENTAL EXPENSES**

That one third of the remuneration for the Mayor and Council set out above shall be considered as allowance for expenses incidental to the discharge of the duties of their office.

**C. REMUNERATION AND INCIDENTAL EXPENSES FOR DECEMBER 1, 2015 TO DECEMBER 31, 2015**

REMUNERATION TO COUNCIL MEMBERS PAYABLE SHALL BE AS FOLLOWS:

- (a) That the Mayor of the Municipality shall be paid an indemnity of One Thousand Six Hundred and Sixty Seven Dollars (\$1,667.00).
- (b) That each Councillor of the Municipality shall be paid an indemnity of One Thousand Dollars (\$1,000.00).

**INCIDENTAL EXPENSES**

That one third of the remuneration for the Mayor and Council set out above shall be considered as allowance for expenses incidental to the discharge of the duties of their office.



**D. REMUNERATION AND INCIDENTAL EXPENSES EFFECTIVE JANUARY 1, 2016 UNTIL NOVEMBER 30, 2018**

REMUNERATION TO COUNCIL MEMBERS PAYABLE SHALL BE AS FOLLOWS:

- (a) For each full year, following the year 2015, the annual remuneration paid to each of the Mayor and Council Members of this bylaw will be increased from the remuneration by a percentage amount, rounded to the next highest integer, equal to the percentage increase as published in the official Consumer Price Index (CPI) for Victoria, British Columbia by Statistics Canada for the year immediately preceding. Where there is a CPI decrease in the year preceding, no adjustment will be made to the remuneration for the affected year.

**INCIDENTAL EXPENSES**

That one third of the remuneration for the Mayor and Council set out above shall be considered as allowance for expenses incidental to the discharge of the duties of their office.

