

		POLICY AND PROCEDURE MANUAL	
Category: Administrative Services	Number: C-ADM.06	COUNCIL REMUNERATION AND EXPENSES	
Type:	Authority:	Approved By:	
<input checked="" type="checkbox"/> Policy <input type="checkbox"/> Procedure	<input checked="" type="checkbox"/> Council <input type="checkbox"/> Administrative	<input checked="" type="checkbox"/> Council <input type="checkbox"/> Chief Administrative Officer <input type="checkbox"/> Department Head	
Office of Primary Responsibility: Corporate Administration			
Date Adopted: 2014-04-22	Council Resolution No: RC14/297	Date to be Reviewed: June 2017	
Manner Issued: District Website, email, Pipeline, Council Orientation Package			

BACKGROUND:

The District of Mission is governed by its elected officials, a Mayor and six (6) Council members (Council), who serve at the will of the community. This public service role requires a tremendous time commitment as well as personal sacrifice and dedication, which often comes at the expense of other personal interests and priorities. As such, the District aims to provide a fair and equitable level of Remuneration for Council members and to reimburse Council members for all reasonable Expenses incurred while undertaking municipal business.

PURPOSE:

The purpose of this Policy is to establish an objective and fair system for determining Remuneration levels and Expense reimbursements for elected officials at the District of Mission.

POLICY:

1. Definitions:

“**Chief Administrative Officer**” means the individual appointed by Council to the position of Chief Administrative Officer (or his/her designate) as the head of Administration.

“**Council**” means the duly elected officials of the District, those being the Mayor and Councillors.

“**District**” means the District of Mission.

“**Expense(s)**” means expenses incurred by Council members while undertaking municipal business including but not limited to course fees, conventions costs, meal expenses and travel costs.

“**Remuneration**” means any form of salary/indemnity and benefits paid to or on behalf of Council members.

2. Remuneration

- a) The District will undertake a comparative process for establishing Remuneration for Council members, which includes the types of benefits that Council members will be

entitled to. This system will be based on comparisons with other like communities, in terms of population, total operating expenditure budgets, total assessed property values, and the assessment/property tax mix, e.g. the degree of residential versus non-residential assessments and property taxes. Population shall be the first and primary filter in choosing the initial comparators, with the other factors being used to re-affirm the final selected comparators.

- b) The detailed comparative analysis shall be undertaken every three (3) years before the general election and the results will be presented to the incumbent Council. The comparative analysis will take into account total Remuneration [both salaries and benefits (e.g. medical, life insurance, extended health benefits, vehicle allowances, etc.)], within the chosen comparators.
- c) The Chief Administrative Officer will identify proposed comparator local government organizations well before the general election, as per the criteria noted in 2 a), and bring these organizations forward for Council's approval prior to undertaking the actual comparative analysis.
- d) The proposed Remuneration shall be recommended by the outgoing Council in advance of the general election, with the view of applying these new Remuneration levels to the newly elected officials once in office and once re-affirmed by the new Council.
- e) Any recommendations on Remuneration are intended to apply to the new incoming Council in year one (1) of their mandate, i.e. effective January 1 in the calendar year following the general municipal election. Accordingly as at January 1, 2015 the Mayor's per annum salary level is established at \$70,178.00 and the Councillors per annum salary level is established at \$28,071.00.
- f) In interim years two (2) and three (3) the Vancouver consumer price index (VCPI) will be used to adjust Council salary/indemnity levels [including the one-third (1/3) non-taxable portion] at the beginning of each calendar year. The VCPI for the 12 month period ending November 30th of the previous year will be used so that any adjustments can go into effect at the beginning of the calendar year.
- g) The level of Remuneration recommended for the Mayor and each Councillor will be the average of the Remuneration (exclusive of any benefits) results from the chosen comparator local government organizations. In the event that the average is less than the current level of Remuneration (exclusive of any benefits), no increases or decreases will be recommended.
- h) The District will also offer Medical Services Plan, Extended Health and Dental Benefit coverage to the Mayor and Council members. The Mayor's premiums will be paid 100% by the District; however, any premiums for Councillors or any dependents will have to be paid by the individual.

3. Expenses

- a) One-third (1/3) of the annual salary paid to each member of Council is exempt from taxation in accordance with the *Income Tax Act*, as this portion is considered as to be an allowance for expenses incidental to the discharge of the duties of office. The District considers that this non-taxable portion will be used for all municipal business travel that is 100 kilometers or less per round trip [see related 3. b) below] and for non-District sponsored meetings or events [see related 3. c) below] that Council members choose to attend, and as such these Expenses will not be reimbursable.

- b) Members of Council shall be reimbursed for mileage while attending District business outside of Mission if the round trip from and to Mission is greater than 100 kilometers. This reimbursement shall be on a per kilometer basis for all kilometres over the 100 kilometer base which applies on a per trip basis. The per kilometer reimbursement rate will be as per the District-wide mileage reimbursement policy which applies to all employees.
- c) The District will also pay for tax fares for any Mayor or Councillor who has restricted mobility in order to attend District meetings. This reimbursement will not be considered part of a Council member's non-taxable allowance for expenses incidental to the discharge of their duties of office.
- d) The District will pay for meal costs, event fees, conventions, courses, etc., for Council members attending District-sponsored events or meetings, as long as there are sufficient budget funds available. Expense reimbursement allowance levels that apply to all District employees will be applied. The Chief Administrative Officer shall determine which events or meeting are deemed to be District-sponsored.
- e) The Chief Administrative Officer shall approve all Expense claims of Council members before reimbursement.

RELATED POLICIES, PROCEDURES, AGREEMENTS AND/OR BYLAWS:

COU.14A – Council and Staff Expenses
Council Procedure Bylaw 5345-2013

***** END OF POLICY *****

RECORD OF AMENDMENTS/REVIEW

<u>Policy #</u>	<u>Date Adopted</u>	<u>Date Reviewed</u>	<u>Amended (Y/N)</u>	<u>Date Reissued</u>	<u>Authority (Resolution #)</u>