

TOWN OF LAKE COWICHAN

Council Remuneration and Expenses

Bylaw No. 1043-2020

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. 1043-2020*".

2. In this Bylaw:

Acting-Mayor means a Councillor appointed by Council to be responsible for acting in the place of the mayor when the mayor is absent or otherwise unable to act or when the office of mayor is vacant;

Municipality means the Town of Lake Cowichan;

Councillor means a member elected to the Council of the Town of Lake Cowichan;

Deputy Mayor means a Councillor appointed by Council as Deputy Mayor.

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 and is to be commensurate with actual time served in office;

(c) In the event the Mayor is absent or unable to act, the Acting Mayor will receive the rate of remuneration established for the Mayor for the period of the absence; 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	23.00	27.00
Dinner	<u>35.00</u>	<u>43.00</u>
	<u>\$70.00</u>	<u>\$85.00</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) Council members may be provided extended health benefits through the current benefit provider (UBCM) at the levels provided by the benefit provider with 100% of the cost to be paid by the employer. Any dependent coverage would have to be wholly paid by the council member.
- (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 this bylaw, the "*Town of Lake Cowichan Council Remuneration and Expense Bylaw No. 1010-2018*" is hereby repealed.

READ A FIRST TIME on the 11th day of August 2020.

READ A SECOND TIME the 11th day of August 2020.

READ A THIRD TIME the 11th day of August 2020.

RECONSIDERED, FINALLY PASSED and ADOPTED by the Municipal Council of the Town of Lake Cowichan on the 25th day of August 2020.

Tim McGonigle
A/Mayor

Joseph A. Fernandez
Corporate Officer



Schedule "A"

A. REMUNERATION FOR JANUARY 1, 2020 TO DECEMBER 31, 2020

REMUNERATION TO COUNCIL MEMBERS PAYABLE SHALL BE AS FOLLOWS:

- (a) That the Mayor of the Municipality shall be paid an annual indemnity of Twenty-Three Thousand Eight Hundred and Fifty-Four Dollars (\$23,854.00).
- (b) That each Councillor of the Municipality shall be paid an annual indemnity of Fourteen Thousand Three Hundred and Twelve Dollars (\$14,312.00).

B. REMUNERATION FOR JANUARY 1, 2021 TO DECEMBER 31, 2021

REMUNERATION TO COUNCIL MEMBERS PAYABLE SHALL BE AS FOLLOWS:

- (a) That the Mayor of the Municipality shall be paid an indemnity of Twenty-Four Thousand Three Hundred and Thirty-One Dollars (\$24,331.00).
- (b) That each Councillor of the Municipality shall be paid an indemnity of Fourteen Thousand Five Hundred and Ninety-Nine Dollars (\$14,599.00).

C. REMUNERATION FOR JANUARY 1, 2022 TO OCTOBER 31, 2022

REMUNERATION TO COUNCIL MEMBERS PAYABLE SHALL BE AS FOLLOWS:

- (a) That the Mayor of the Municipality shall be paid an indemnity of Twenty Thousand, Six Hundred and Eighty-One Dollars (\$20,681.00).
- (b) That each Councillor of the Municipality shall be paid an indemnity of Twelve Thousand, Four Hundred and Nine Dollars (\$12,409.00).

