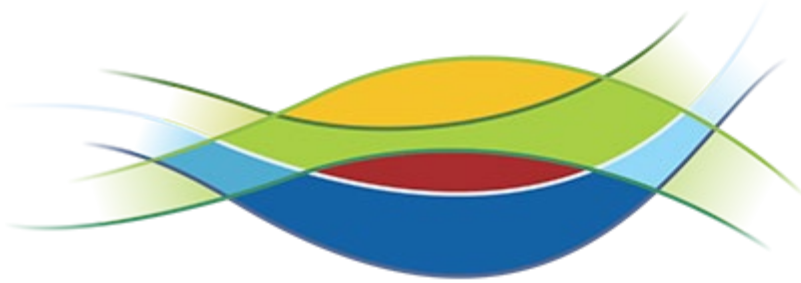


DISTRICT OF LAKE COUNTRY



LAKE COUNTRY

Life. The Okanagan Way.

**Council Remuneration/
Compensation Review**

REPORT

July 2025

Submitted by:

District of Lake Country – Council Remuneration Task Force

Donna Kirsch, member

Charlene Undseth, member

Bob McCoubrey, Chair

Leslie Groulx Consulting, District Liaison

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Our Mission:

“To nurture a healthy natural environment, strong rural character and urban core, sustainable infrastructure, economic opportunities, an inclusive community with involved citizens, through respectful, transparent government, focused on balanced strategic decision-making.”

1 EXECUTIVE SUMMARY

In April, 2025, the District of Lake Country Council appointed three citizens, Donna Kirsch, Charlene Undseth and Bob McCoubrey, to sit as volunteers on the Council Remuneration Task Force, under Policy 154, 2016, with a mandate to review and make recommendations for possible changes to Council Remuneration and Expense Policy 164, 2018. Leslie Groulx, of Leslie Groulx Consulting was retained to support the Task Force in its deliberations. At its first meeting, Bob McCoubrey was chosen to chair the Task Force.

The Task Force gathered information from up to 16 municipalities, including Lake Country, on parameters such as: population, property tax bases, annual budgets -both operating and capital, historical and projected growth rates, current remuneration and expense policies, workloads of Mayors and Councillors (time requirements for meetings, preparation for meetings and interactions with citizens), and other issues facing municipal councils.

Beginning with 15 roughly similar communities, we pared the list down to 10 and finally to 5 comparable towns with populations between 11,000 and 21,500. While these parameters were used to compare Lake Country with other communities, it became clear that there is no place exactly like Lake Country. Our task came down to answering two basic questions. What does the job entail and does the current Remuneration Policy fairly and adequately compensate members of Council for their time and effort? And, will citizens with the applicable skills be encouraged to run for office?

Lake Country has experienced significant growth since its incorporation in 1995, and is projected to face continued growth pressure in the foreseeable future. The provision of services and critical infrastructure to accommodate future growth will require thoughtful consideration and wise decision making to ensure scarce resources are allocated appropriately.

While some have historically taken the view that sitting on Council should be thought of as a community service, with only token remuneration, the Task Force takes the view that Council's work is valuable work and should be adequately compensated. Considering the old adage "you get what you pay for", the Task Force wanted to ensure that Council remuneration rates would not discourage good candidates from running in the next election.

Recommendations:

Remuneration (Option 3):

THAT the Mayor's annual remuneration be increased by \$3000 and Councillor's remuneration to be increased by \$1200 – as per District Policy 164, 2018, which states that Councillor's will receive 40% of the Mayor's rate. This increase should be implemented on November 1, 2026, after the election of the next Council, and will be in addition to the annual cost of living adjustment that is based on the CPI index for BC, and implemented on January 1st of each year.

Benefit Plan:

THAT Mental Health and Wellness Counselling be added to Council's benefit plan effective immediately, premiums to be paid by the District.

Meals:

THAT the amounts allowed for meals, either to be claimed individually, or to be deducted from the per diem when meals are provided as part of event registration fees, be amended as follows:

- Breakfast` \$20
- Lunch. \$20
- Dinner \$45

Travel:

THAT reimbursement for Council to attend approved municipal approved functions be provided on a per kilometer rate based on CRA rates.

Technology:

THAT each member of Council be issued a District owned and maintained device that meets the needs of fulfilling their Council duties; and that the Mayor be issued a District owned and maintained cell phone.

(All District business must be carried out on District owned devices for security and adherence to District policies.)

The Task Force appreciates the hard work that members of Council perform on behalf of District citizens. We thank you for your efforts and thank you for allowing us to be involved in a small way. We also than Leslie Groulx for her efforts gathering information and guiding our deliberations.

2 INTRODUCTION AND METHODOLOGY

Lake Country is a district municipality with an estimated population of 18,700 (2023) located in the Okanagan Valley region of British Columbia. It is a part of the Regional District of Central Okanagan and located between the City of Kelowna and City of Vernon. The middle of Okanagan Lake defines the western boundary of the municipality, while the entirety of Wood Lake and the southernmost portion of Kalamalka Lake are encompassed by it.

Lake Country was incorporated in 1995 and was formerly known as Area A of the RDCO. The District of Lake Country is governed under a modified ward system, by an elected Council comprised of a Mayor and six Councillors, elected for a four-year term. The previously unincorporated communities of Winfield, Okanagan Centre, Oyama, and Carr's Landing were united to form the District of Lake Country. Today, they remain as separate wards within the municipality, one councillor is elected from each of these wards, while the mayor and two councillors are elected "at large" by the citizensⁱ.

The current Council term is 2022 to 2026.

2.1 Project Background and Description

In March 2025 as per Policy No. 154, 2016 the District advertised for members of the community at large to serve on the Council Remuneration Task Force. The purpose of the Task Force is *“to conduct an independent unbiased and reasonable review of Mayor and Council’s remuneration and expenses policies”*ⁱⁱ. Policy 154, 2016 provides the Terms of Reference for the Task Force, further the Council Remuneration and Expenses Policy 164, 2018 provides the framework in which Council is compensated for their service to the municipality.

The District received five (5) submission for three (3) positions, and in April Council appointed Bob McCoubrey, Donna Kirsch, and Charlene Undseth as members of the Council Remuneration Task Force (Task Force).

The Council Remuneration and Expenses Policy 164, 2018 was last updated October 19, 2021, this update was complete in the year prior to the municipal election held in October 2022. The scope of this assignment is to complete an assessment of remuneration and claimable expenses, with a view to ensure the compensation is fair relative to comparator municipalities, responsibilities, and workload.

The workload and expectations of Mayor and Council has changed significantly over the past decade as municipalities assume federal and provincial government downloads and expand their responsibility for new and complex programs and services. These changes have seen a more demanding environment with high expectations of transparency, accountability and efficiencies. There is increasing interest across municipalities in BC to ensure remuneration practices are reflective of the time commitment, as well as support interest and engagement of a more diverse pool of candidates.

2.2 Project Scope and Methodology

Council Policy 154, 2016 outlines the points which the Task Force is to address during their review. These points are listed below:

- Mayor and Council remuneration;
- Wage loss indemnity;
- Expense policy(s);
- Vehicle and other allowances;
- Travel policy;
- Training and conferences;
- Liability coverage;
- Health, dental and accidental insurance.

In addition, the CAO retained the services of Leslie Groulx Consulting to provide support for the Task Force. The Task Force worked with the consultant to determine a comparable set of municipalities and to review and recommend a compensation program for Mayor and Council, that is equitable and competitive.

The Task Force aims to ensure fairness, transparency, and accountability in remuneration decisions and to provide recommendations back to Council on the findings.

The project scope and methodology addressed the following:

- Developing a list of comparable municipalities, determined by similar parameters such as population, resource base, service delivery, property assessment values, and annual budgets.
- Reviewing bylaws and policies pertaining to council remuneration and expenses, currently employed by Lake Country and the comparable municipalities;
- Surveying current council members to determine time commitments involved in preparing and attending council meetings, internal and external committee meetings, whether there is extra compensation provided to attend committees, and time spent interacting with constituents;
 - The intent of this exercise was to determine if a “per meeting” rate should be considered over and above a base remuneration in response to workload distribution is not even among council members.
- Developing a report to include observations of current practices and policies employed by the District while considering [best practices](https://www.ubcm.ca/sites/default/files/2021-08/Council%20%26%20Board%20Remuneration%20Guide%20%28September%2C%202019%29.pdf) recommended through UBCM’s Council & Board Remuneration Guide (2019) <https://www.ubcm.ca/sites/default/files/2021-08/Council%20%26%20Board%20Remuneration%20Guide%20%28September%2C%202019%29.pdf> ;
- Submitting draft report for review by the CAO;
- Submitting all documentation collected to be retained by the District.
- Finalizing report and presenting to Council (August) by Chair McCoubrey;

The UBCM guide recommends that local governments use a set of standards that are fair and defensible, and follows a formula-based approach, or a variation thereof. For example, first set the remuneration for the Mayor as the median value of all Mayor remunerations from the comparison set of municipalitiesⁱⁱⁱ and to calculate remuneration for Council as a percentage (eg: 40% of the Mayor’s remuneration to reflect the lesser workload and level of responsibility relative to those of the Mayor. Remunerations generally consist of a base amount for Mayors, and Councilors, and in some communities an additional amount is paid in recognition for committee work. Base amounts are intended to reflect the expectations and duties associated with the specific role, and for that reason are expected to differ by role.^{iv} Remuneration may also include payments that are made to elected officials, additional to base pay for attending different types of meetings, leading committees, sitting as appointees on external bodies, performing the role of deputy Mayor, and undertaking other duties as assigned.

3 ANALYSIS AND FINDINGS

3.1 External Market Comparison

The parameters of the comparator municipalities initially reviewed included:

- Population (2023 Civic info data set) using an initial range of 11,000 to 21,500;
- Number of members serving on Council;
- Number of council meetings including public hearings and committee meetings (internal / external);
- Economic base and similar service delivery ie: roads, infrastructure, recreation, economic development, etc;
- 2024 Assessed Property values for Residential, Business, Light industrial, and Farm classifications;
- 2024 and 2025 Operating and Capital budgets including Utilities;
- Historical and projected growth (where available);
- Geographical size;
- Council Remuneration Bylaws and Policies.

Initially the Task Force identified 15 communities and subsequently pared to ten (10) (excluding DLC), These communities listed below:

- | | |
|------------------------------|----------------------------|
| ✓ Central Saanich (District) | ✓ North Saanich (District) |
| ✓ Coldstream (District) | ✓ Salmon Arm (City) |
| ✓ Comox (Town) | ✓ Sooke (District) |
| ✓ Dawson Creek (City) | ✓ Summerland (District) |
| ✓ Nelson (City) | ✓ Williams Lake (City) |

Refer to Appendix A “Survey – Comparator Municipalities; Remuneration & Expenses” for full data analysis.

3.2 Findings

3.2.1 Mayor and Council Remuneration Comparisons

The survey data reports that the Mayoral remuneration is based on part-time (<35 hours per week) hours for all comparator municipalities. Therefore, it can be assumed that the compensation rates in the table below are valid comparisons to the District of Lake Country Mayor. District of Lake Country’s Council remuneration is calculated at the recommended 40% of the Mayor’s remuneration.

Table 1: Remuneration Comparisons - Mayor and Council

Mayor and Council Remuneration 2024 – Population >11,000 to < 21,500						Current % of Mayor
Name of Community		Population	# Council mtg	Mayor	Councillor	
City	Williams Lake	11626	41	\$63,588	\$22,964	36.11%
City	Nelson	11713	28	\$72,240	\$28,373	39.28%
District	Coldstream	12306	25	\$38,657	\$17,054	44.12%
District	North Saanich	13198	42	\$35,914	\$18,694	52.05%
District	Summerland	13310	35	\$39,704	\$18,236	45.93%
City	Dawson Creek	13615	23	\$79,905	\$27,168	34.00%
Town	Comox	15902	26	\$60,845	\$27,534	45.25%
District	Sooke	16866	38	\$52,630	\$22,261	42.30%
District	Lake Country	18705	32	\$60,231	\$24,092	40.00%
District	Central Saanich	19326	41	\$61,183	\$26,858	43.90%
City	Salmon Arm	21034	25	\$75,095	\$29,742	39.61%
	Mean	15236	32	\$58,181	\$23,907	42.0%
	Median	13615	32	\$60,845	\$24,092	42.3%
	Highest	21034	42	\$79,905	\$29,742	52.1%
	Lowest	11626	23	\$35,914	\$17,054	34.0%

All comparators set their annual increase based on Consumer Price Index (for BC or Victoria) for the year prior with the effective date for increase as January 1 of each year.

3.3 Cost of Living – 2020-2024^v

Lake Country's Policy No. 164, 2018 Remuneration and Expenses Policy sets an annual increase by the amount of the British Columbia Consumer Price Index (CPI) for the year prior, to be effective January 1 of each year. Further stating that if CPI is negative the remuneration remains the same as the prior year."

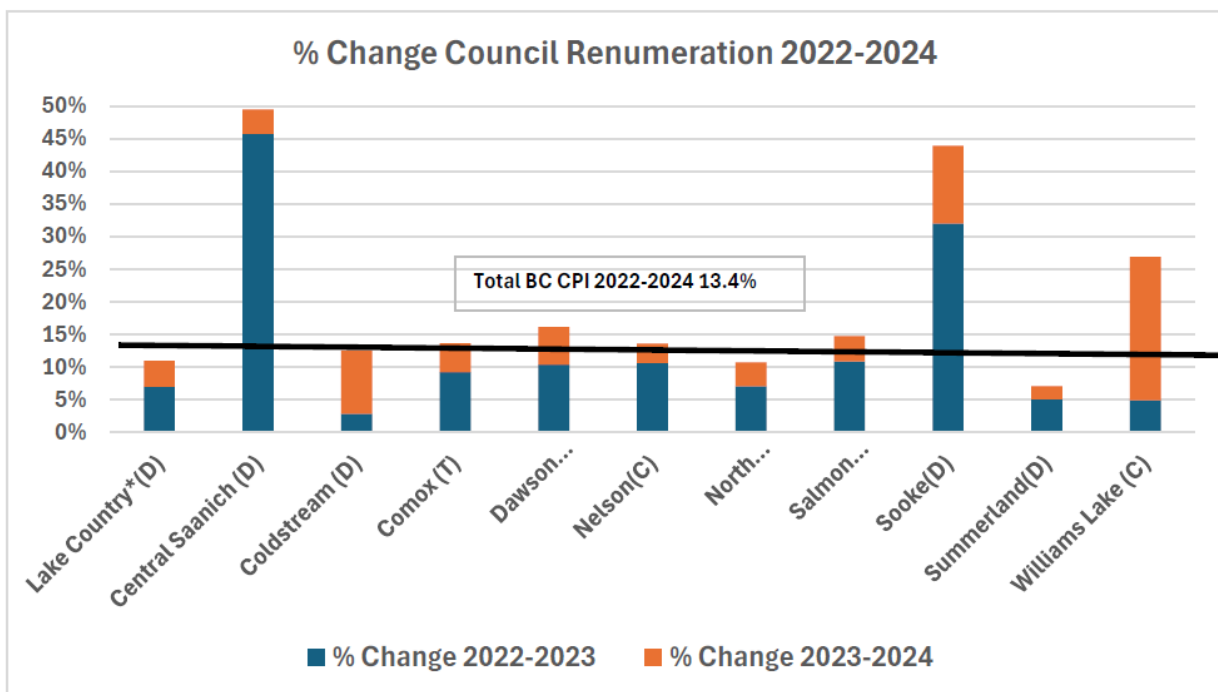
The cost of living in a particular region or city can impact elected officials' remuneration, areas with higher costs of living may offer higher remuneration to attract qualified individuals to public office. Table 2 provides data set for CPI increase for the past five (5) years, these increases have been consistently applied to Lake Country.

Table 2: CONSUMER PRICE INDEX (2002 = 100) - ANNUAL
CANADA **BRITISH COLUMBIA**

Year	Annual		Annual	
	All Items Index	Percent Change	All Items Index	Percent Change
2020	137.0	0.7	132.4	0.8
2021	141.6	3.4	136.1	2.8
2022	151.2	6.8	145.5	6.9
2023	157.1	3.9	151.2	3.9
2024	160.9	2.4	155.2	2.6
Total Increase:		17.2%	17.0%	

The data set in Table 3 shows the current term (2022-2026) over the past three (3) years where some municipalities increased their remunerations more than the CPI rate. District of Lake Country ranks in the lower end of the percent changes in remuneration. Yet Lake Country has seen the highest growth during this same time period (Appendix A – DLC Comparator Data – Survey of Municipalities). Lake Country is projected to see a grow rate of 12%¹ within the next five (5) years.

Table 3: Change Comparison for Council Remuneration 2022-2024



¹ District of Lake Country Housing Needs Report - 2023

Consideration was given as to whether the annual CPI has allowed the District of Lake Country's Mayor and Council remuneration to keep up with the evolution of responsibilities, based on increasing downloads from higher levels of government, the demands on infrastructure and historical and future community growth.

3.3.1 Council Workload

The Task Force conducted an online survey of Mayor and Council to determine time commitments in relative to District related work.

What we heard:

- Each councillor provided clarity on the number of hours they believe is required to prepare for and time commitment to attend council and committee meetings related to their core council duties.
- Individuals reported that the required time commitment to prepare for a council meeting ranged from five (5) to twenty (20) hours per meeting depending on the size of the agenda, and attendance for council meetings ranged from six (6) to ten (10) hours per meeting depending on the content of the agenda. *(Note: based on two council meetings per month this translates to a range of ten and forty hours per month for prep and between twelve and twenty hours for attendance.)*
- Individuals reported a wide range of time commitment for committee work ranging from one (1) to twelve (12) hours per month. Not all committees meet on a regular schedule; some may only take place once per year.
- There is no extra compensation for internal committee work.
- Hours per month spent on communications with constituents appears to vary. The hours reported varied from five (5) to forty (40) per month.
- The general consensus as to whether councillors' felt fairly compensated - noted that with the ever-changing expectations, responsibilities and time commitments in order to attract qualified candidates, an increase to the compensation should be given.

The UBCM [Best Practice](#) Guide recognizes that there is significant variability among local governments in British Columbia. Considerable variables in population, area, scope of services, size of administration, location, growth rate, local economy, and other factors mean that local governments should consider applying the best practices in ways that respond to local needs and are sensitive to local conditions.

Projected Growth Rates was a key consideration of the Task Force in determining whether a one-time lift to the current remuneration over and above the CPI is warranted. Table 4 provides data showing that the District of Lake Country has experienced significant growth in recent years, with an **average annual population growth rate of 3.7% between 2011 and 2021.**^{vi}

Table 4: Population and Population Change, District of Lake Country & Central Okanagan Regional District (2011-2021)

	2011	2016	2021	Growth 2011- 2021	Percent Change 2011-2021
District of Lake Country	11,708	12,922	15,817	+4,109	+35%
Central Okanagan Regional District	179,839	194,892	222,162	+42,323	+23%

**Source: Statistics Canada, 2021 Census of Population, 2016 Census of Population, 2011 Census of Population*

The Task Force felt that Lake Country's recent growth rate, projected growth rates, the change in scope of activity (responsibility and workload) and budget (both operations and capital) for which Council is responsible warrants a one time increase to the remuneration for the Mayor. A subsequent increase for Council remuneration will be reflected as per s. 1.4 *"The remuneration of each Councillor shall be calculated as forty percent (40%) of the Mayor's remuneration as of January 1, of each year."*

Current Remuneration and Expenses Policy of District of Lake Country

Annual Mayor Compensation – When considering UBCM's Best Practice Guide, and looking at the market median annual salary for the Mayor position of \$60,845 for 2024, Lake Country's annual salary for Mayor of \$60,231 of that same time period, there is a shortfall of \$614.

Annual Councillor Remuneration – Based on Lake Country's Policy 154, 40% of Mayor's remuneration, Council's remuneration would be a shortfall of \$245.60.

Municipalities may offer similar benefits including dental, extended health, group life, or AD&D. These benefits can either be through a private insurance company or in some cases through UBCM's benefit. Remuneration, Benefits, Travel, Conferences and technology expenses have been previously established in DLC Policy No. 164, 2018 Council Remuneration and Expenses.

Local governments who wish to provide some level of benefit coverage for their elected officials may have concerns regarding the cost of premiums. In an effort to minimize costs, local governments elected officials may consider extending existing staff benefit programs to include themselves, or joining with UBCM's local government group insurance program. To join UBCM's plan at least three elected officials from the local government must opt-in to the plan. Lake Country currently has four elected officials participating in Lake Country's benefit plan.

Benefit Plan

- Council members may opt into the extended health and dental benefit plans on a 50/50 cost sharing basis, also included is accident insurance coverage of \$100,000 (premium paid by the District).

Travel

- Mileage is reimbursed at the current CRA rate per kilometer
- Meals and out of pocket expenses related to out-of-town events, conferences, and training are reimbursed at \$85 per day, if meals are included in the registration fees the following amounts are deducted – Breakfast \$15, Lunch \$15, Dinner \$30.

Conferences/Training/Professional Development:

- The 2025 Budget to cover Council attending Conferences/Conventions is set at \$35,000 (this includes all member of Council).
- Lake Country's current practice is for all of Council members to attend UBCM and SILGA; the Mayor and one Council member attends FCM.
 - Anything above these requires approval by council resolution.

Technology:

- Council members are **offered** the use of one electronic device (tablet, tablet computer or laptop), these remain the property of the District, and maintained by the District.
- Currently, the Mayor is **offered** a District issued cell phone; if declined will receive \$50/mo for cellphone use.

Eligible Expenses

Generally speaking, municipalities reimburse members of Council for out-of-pocket expenses only related to out-of-town travel ie: mileage, travel by taxi, bus, train, ferry, rental car, or air; accommodation; conference fees and per diem payments for meals.

4 RECOMMENDATIONS COMPENSATION - MAYOR AND COUNCIL:

4.1.1 Remuneration and Expenses:

Recommendations:

The general consensus is that based on the findings of the Task Force, it has been determined that a one-time increase to the Mayor's remuneration with the corresponding one-time increase for Council of 40% of the Mayor's increase. Continuation of the annual CPI increase as currently stated in Policy No. 164, 2018 is intended to keep pace. The Task Force has provided the following options for Council's consideration:

- Option 1: THAT the Council Remuneration Task Force recommends that a one-time increase of \$3,000 (to the 2025 remuneration) be applied to the Mayor's annual remuneration with the corresponding increase of 40% (\$1,200) to be applied to Council's annual remuneration effective January 1, 2026; and to continue the annual cost of living (CPI) adjustments for British Columbia to be implemented January 1 of each year as per current Policy No. 164, 2018 s. 1.3.

- Option 2: THAT the Council Remuneration Task Force recommends that a one-time increase of \$3,000 (to the 2025 remuneration) be applied to the Mayor's annual remuneration with \$1,500 effective January 1, 2026, and \$1,500 effective July 1, 2026; and THAT a corresponding increase of 40% equaling \$600 be applied to the Council annual remuneration effective January 1, 2026 and the remaining \$600 effective July 1, 2026; and to continue the annual cost of living (CPI) adjustments for British Columbia to be implemented January 1 of each year as per current Policy No. 164, 2015 s. 1.3.
- Option 3 THAT the Council Remuneration Task Force recommends that a one-time increase of \$3,000 (added to the 2026 remuneration) be applied to the Mayor's annual remuneration with the corresponding increase of 40% (\$1,200) be applied to the Council annual remuneration effective November 1, 2026; and to continue the annual cost of living (CPI) adjustments for British Columbia to be implemented January 1 of each year as per current Policy No. 164, 2018 s.1.3.
- Option 4: THAT a one-time increase of \$614 (to the 2025 remuneration) be applied to the Mayor's annual remuneration with the corresponding increase of 40% (\$245.60) to be applied to Council's annual remuneration effective January 1, 2026; and to continue the annual cost of living (CPI) adjustments for British Columbia to be implemented January 1 of each year as per current Policy No. 164, 2018 s. 1.3.
- Option 5: Status Quo – To continue to apply the annual Cost of Living (CPI) adjustments as stated in Policy No. 164, 2018 s. 1.3.

4.1.2 Benefit Plan:

Recommendation:

THAT the Council Remuneration Task Force recommends the addition of Health and Wellness counselling to the Council benefit plan paid by the District to take effect immediately.

4.1.3 Meals

Recommendation:

THAT the Council Remuneration Task Force recommends Policy 164, 2018 – Council Remuneration and Expenses be amended to revise the pre diem allowance when meals are included in the event registration fees – those meals shall be deducted from the per diem rate in accordance with the table below:

MEAL	PER DIEM ALLOWANCE
Breakfast	\$20.00
Lunch	\$20.00
Dinner	\$45.00

4.1.4 Travel – Conferences, training & professional development

Recommendation:

THAT the Council Remuneration Task Force recommends that reimbursement for Mayor and Council for travel to attend approved municipal functions be provided on a per kilometer rate in line with CRA.

4.1.4 Technology Expenses

Recommendation:

THAT the Council Remuneration Task Force recommends each Council member is **issued** one electronic device (ie: IPAD, tablet, tablet computer, laptop) that meets the needs in fulfilling their duties; and

THAT the Mayor shall also be provided a District **issued** cell phone for use during the term; and

FURTHER THAT all district business must be conducted on electronic devices owned and maintained by the District;

4.2 Attachments

1. Policy 154, 2016 Council Remuneration Task Force
2. Policy No. 164, 2018 Council Remuneration and Expenses
3. Survey Results – District of Lake Country Comparator Survey data

ⁱ https://en.wikipedia.org/wiki/Lake_Country

ⁱⁱ Council Remuneration Task Force Policy 154, 2016

ⁱⁱⁱ UBCM Council and Board Remuneration Guide – 1st Edition September 2019

^{iv} UBCM Council and Board Remuneration Guide – 1st Edition September 2019

^v <https://catalogue.data.gov.bc.ca/dataset/2c75c627-3eb6-41ee-bb54-7b089eade484/resource/1903ad08-a460-4f56-8c6e-a802b5a39732/download/cpidata.pdf>

^{vi} District of Lake Country Housing Needs Report July 2023



Council Remuneration Task Force Policy 154, 2016

District of Lake Country
10150 Bottom Wood Lake Road
Lake Country, BC V4V 2M1
t: 250-766-5650 f: 250-766-0116
lakecountry.bc.ca

Date

The following was adopted at the Regular Council Meeting held on October 4, 2016 by Resolution No. 16.10.229.

Purpose

To ensure an independent, unbiased and reasonable review of Mayor and Council's remuneration and expense policies is conducted prior to each year where a regular municipal election is to be held.

Policy

1. Policy

- 1.1. A Council Remuneration Task Force (the "CRTF") consisting of representatives from the community at large shall convene in the year prior to when a regular municipal election is to be held. The CRTF shall review Council's remuneration and expense policies with the objective of presenting recommendations on its findings to Council with any changes to be in effect for the Inaugural Council Meeting.
- 1.2. The Chief Administrative Officer may delegate a Staff Liaison to coordinate, support and provide resources to the CRTF as needed.

2. Terms of Reference

- 2.1. The CRTF shall meet as it deems necessary with the objective of presenting a comprehensive report on its findings to Council within six months of convening.

The CRTF shall review and make recommendations on the following:

- (a) Mayor and Council remuneration;
- (b) Wage loss indemnity;
- (c) Expense policy(s);
- (d) Vehicle and other allowances;
- (e) Travel policy;
- (f) Training and conferences;
- (g) Liability coverage;
- (h) Health, dental and accident insurance

2.2. Any recommendations made by the CRTF shall be based on the following:

- (a) Comparison to BC municipalities of similar size and structure, including ward systems from other provinces if appropriate and available;
- (b) Consideration of the functions and responsibilities of Mayor and Council;
- (c) Consideration of the public expectations and level of commitment required of Mayor and Council;
- (d) Consideration of the impact to attract qualified elected officials;
- (e) Address conflicts in existing policies.

3. Membership

- 3.1. The CRTF shall be comprised of three (3) representatives from the community at large. Preference will be given to those who can demonstrate a vested interest in the community and who possess relevant skills in finance, human resources, or business management. Members must not be currently elected at any level of government or be a current staff member at the District of Lake Country. Members must not have a direct or indirect pecuniary interest in the outcome of the recommendation.
- 3.2. Nominations and applications for members will be accepted beginning in January of each year that precedes a regular municipal election year. All members will be appointed by Council resolution in March of that same year.
- 3.3. Members shall be appointed for the duration of the CRTF's purpose and mandate, after which time membership shall expire.
- 3.4. A Chairperson shall be appointed by consensus of the CRTF at the first meeting. The Chairperson shall be responsible for scheduling meetings and will be the chief liaison with the District Staff Liaison.
- 3.5. Council may revoke a CRTF appointment by resolution if the member fails to attend three (3) consecutive meetings, or for any other reason as determined by Council. Where a member resigns or an appointment is revoked, Council may appoint another qualified person to complete the balance of the term.
- 3.6. Members shall serve without remuneration, but may be paid reasonable and necessary expenses that are directly related to the performance of their duties and in accordance with District policies. Expenses must be pre-approved by the Chief Financial Officer.

ADOPTED this 4th day of October, 2016.

Mayor



Corporate Officer





Council Remuneration and Expenses Policy 164, 2018

District of Lake Country
10150 Bottom Wood Lake Road
Lake Country, BC V4V 2M1
t: 250-766-5650 f: 250-766-0116
lakecountry.bc.ca

Date

The following was adopted at the Regular Council Meeting held December 18, 2018 by Resolution No. 18.12.270.

This policy repeals Council Remuneration and Expenses Policy No. 00.02.46 and Travel and Expense Policy 06.03.75.

This policy was amended as follows:

Amendment Date	Resolution No.	Summary of Amendment
October 19, 2021	2021-10-223	<ul style="list-style-type: none"> Annual remuneration not be adjusted. The basis and timing for annual CPI increases to Council remuneration be included. Authority to travel be included Provided technology devices be included.
February 6, 2024	2024-02-033	<ul style="list-style-type: none"> Section 4.3 deleted and replaced in its entirety.

Preamble

This policy sets out the guidelines for Mayor and Council remuneration and expenses. Council members may incur out-of-town travel expenses within Council approved budget limits while representing the municipality, engaging in municipal business, or attending meetings, conferences, seminars and other training opportunities. This policy will provide guidelines for consistency and accountability.

For the purposes of this policy, the term "Council" and "Council members" shall include the Mayor.

Policy

1. REMUNERATION

1.1. Effective January 1, 2021 the Mayor shall receive annual indemnity of \$52,143, paid on a monthly basis.

1.2. Effective January 1, 2021 each Councillor shall receive annual indemnity of \$20,857 paid on a monthly basis.

- 1.3. The remuneration for the Mayor shall increase on January 1 of each year by the amount of the British Columbia Consumer Price Index (BC CPI) for the prior year. In years where the BC CPI is negative, the remuneration shall remain the same as the prior year.
- 1.4. The remuneration for each Councillor shall be calculated as forty percent (40%) of the Mayor's remuneration as of January 1 of each year.
- 1.5. Remuneration provided in 1.1 and 1.2 above shall be reviewed as per Council Remuneration Task Force Policy 154, 2016, as amended from time to time.
- 1.6. A T2200 will be issued to each Council member annually in addition to the T4. One professional accounting session will be provided to Council as a group as part of orientation each term.
- 1.7. Each Council member shall receive accident insurance coverage of \$100,000 with the premiums paid for by the District.
- 1.8. Council members may opt into the District's extended health and dental plans on a 50/50 cost sharing basis.

2. AUTHORITY TO APPROVE TRAVEL

- 2.1. A resolution of Council is required to approve attendance of any Council member at a function where there will be a cost incurred by the municipality. A budget limit to attend the meeting, conference, seminar or other training opportunity must be provided and approved as part of the resolution.
- 2.2. Where possible annual planning for Council travel should occur prior to the adoption of the budget each year. However, opportunities can arise throughout the year and be considered at the time by Council subject to the unallocated Annual Budget.

3. TRAVEL EXPENSES

- 3.1. In addition to the remuneration provided in Section 1 Council members shall receive the following expenses for attendance at meetings, courses or conventions and when representing the municipality or engaging in municipal business authorized by Council:
- 3.2. Expenses are not eligible if a Council member receives an honorarium, a per diem, or other form of expense reimbursement for attending the meeting or other function from any other source.
- 3.3. Where attendance requires absence from the District of Lake Country for one day or less:
 - (a) vehicle expenses at the current CRA reasonable per km allowance; and
 - (b) actual cost of meals.
- 3.4. Where attendance requires absence from the District of Lake Country for more than one day or a one-day event requiring overnight travel:
 - (a) return economy air transportation, or
 - (b) where scheduled air transportation is not suitable, vehicle expenses at the current CRA reasonable per km allowance to a limit of no more than the cost of available air transportation; and

- (c) a per diem rate of \$85 per day without receipts to cover all meals, gratuities, dry cleaning, personal telephone calls and other miscellaneous costs. The per diem rate for the day of departure or day of return will be calculated on a prorated basis with one half the per diem payable for any portion of the day prior to 2:00 pm and one half the per diem payable for any portion of the day after 2:00 pm. If meals are included in the event registration fees then the cost of those meals will be deducted from the per diem rate in accordance with the table below:

MEAL	PER DIEM ALLOWANCE
Breakfast	\$15.00
Lunch	\$15.00
Dinner	\$30.00

- (d) the registration fee for such meeting, course or convention; and
- (e) the actual cost for single room hotel accommodation, not to exceed the event rate or government rate at the site of the event, subject to availability. Hotel parking, business calls, postage or other business incidentals necessarily incurred and included in the hotel bill will be paid by the District and is not part of the per diem rate.
- 3.5. The Mayor may incur meal costs for business meetings held locally or out of town involving other persons. The name of the person, company, and nature of the meeting must be indicated on the receipt. A full receipt must accompany and credit card or debit card receipt. Reimbursements will not include alcoholic beverages or cannabis related products.
- 3.6. Travelers wishing to combine a business trip with personal travel may do so at their own expense. The traveler will be required to pay any additional travel and accommodation expenses that are not associated with the business travel.
- 3.7. Costs of spousal travel, including transportation, accommodation, registration and meals are an expense of the individual and not the District.
- 3.8. Each Council member is required to submit a travel expense claim supplied by the finance department within 30 days of the event. The Director of Finance or designate will review and approve the travel expense claim.
- 3.9. Where the approved travel requires overnight stay(s) and the Council member chooses to stay with friends or relatives in lieu of a hotel, a \$25 per night private accommodation allowance is permitted without the submission of receipts. Additional costs incurred as a result of the alternate accommodation (i.e. taxi fare, mileage) will be reimbursed with the submission of receipts although the combined costs of the private accommodation allowance and additional costs shall not exceed the event rate or government rate of the conference hotel.

4. TECHNOLOGY EXPENSES

- 4.1. It is recognized that Council members perform many of their duties and prepare for meetings away from the Municipal Hall.
- 4.2. Each Council member will be offered one electronic device (i.e. tablet, tablet computer or laptop) that meets the needs in fulfilling their duties. Should the offer be declined, no additional allowance will be payable.

- 4.3. In addition to 4.2, the Mayor will be eligible for a cellular phone in accordance with District of Lake Country Cellular Device Policy 179, 2020 as amended from time to time.

Original signed by James Baker

Mayor James Baker

Original signed by Reyna Seabrook

Reyna Seabrook, Corporate Officer

Amendment dated October 19, 2021

Original Signed by James Baker

Mayor James Baker

Original signed by Reyna Seabrook

Reyna Seabrook, Corporate Officer

Amendment dated February 6, 2024

Original Signed by Blair Ireland

Mayor Blair Ireland

Original Signed by Reyna Seabrook

Reyna Seabrook, Corporate Officer

Comparator Municipalities - Council Remuneration for 2022-2024

Local Government Name	Jurisdiction Type	Population 2024	Mayor Annual Remuneration 2022	Mayor Annual Remuneration 2023	Mayor Annual Remuneration 2024	Councillor Annual Remuneration 2022	Councillor Annual Remuneration 2023	Councillor Annual Remuneration 2024	
Williams Lake	City	11626	\$50,887	\$53,357	\$63,588.00	\$17,751.00	\$18,613.00	\$22,964.00	+\$132/mtgs outside Council
Nelson	City	11713	\$60,482	\$70,170	\$72,240.00	\$25,413.00	\$27,560.00	\$28,373.00	
Coldstream	District	12306	\$34,272	\$35,231	\$38,657.00	\$15,120.00	\$15,543.36	\$17,054.00	
North Saanich	District	13198	\$32,367	\$34,633	\$35,914.00	\$16,848.00	\$18,027.00	\$18,694.00	
Summerland	District	13310	\$36,000	\$38,906	\$39,704.00	\$17,200.00	\$17,879.00	\$18,236.58	
Dawson Creek	City	13615	\$54,800	\$75,530	\$79,905.00	\$25,545.00	\$25,680.00	\$27,168.00	
Comox	Town	15902	\$44,687	\$58,275	\$60,845.00	\$25,599.00	\$26,371.00	\$27,534.00	
Sooke	District	16866	\$31,500	\$47,083	\$52,630.07	\$15,750.00	\$19,875.00	\$22,260.64	
Lake Country	District	18705	\$54,177	\$57,915	\$60,231.00	\$21,670.00	\$23,166.00	\$24,092.00	
Central Saanich	District	19326	\$40,794	\$59,000	\$61,183.00	\$17,710.00	\$25,900.00	\$26,858.00	
Salmon Arm	City	21034	\$70,170	\$72,276	\$75,095.00		\$28,626.00	\$29,742.00	

DLC is in the top three for population but in the bottom five for remunerations

Comparator Municipalities - Council Remuneration for 2022-2024

Local Government Name	Jurisdiction Type	Population 2024	Mayor Annual Remuneration 2022	Mayor Annual Remuneration 2023	Mayor Annual Remuneration 2024	Councillor Annual Remuneration 2022	Councillor Annual Remuneration 2023	Councillor Annual Remuneration 2024	
North Saanich	District	13198	\$32,367	\$34,633	\$35,914.00	\$16,848.00	\$18,027.00	\$18,694.00	+\$132/mtgs outside Council
Coldstream	District	12306	\$34,272	\$35,231	\$38,657.00	\$15,120.00	\$15,543.36	\$17,054.00	
Summerland	District	13310	\$36,000	\$38,906	\$39,704.00	\$17,200.00	\$17,879.00	\$18,236.58	
Sooke	District	16866	\$31,500	\$47,083	\$52,630.07	\$15,750.00	\$19,875.00	\$22,260.64	
Lake Country	District	18705	\$54,177	\$57,915	\$60,231.00	\$21,670.00	\$23,166.00	\$24,092.00	
Comox	Town	15902	\$44,687	\$58,275	\$60,845.00	\$25,599.00	\$26,371.00	\$27,534.00	
Central Saanich	District	19326	\$40,794	\$59,000	\$61,183.00	\$17,710.00	\$25,900.00	\$26,858.00	
Williams Lake	City	11626	\$50,887	\$53,357	\$63,588.00	\$17,751.00	\$18,613.00	\$22,964.00	
Nelson	City	11713	\$60,482	\$70,170	\$72,240.00	\$25,413.00	\$27,560.00	\$28,373.00	
Salmon Arm	City	21034	\$70,170	\$72,276	\$75,095.00		\$28,626.00	\$29,742.00	
Dawson Creek	City	13615	\$54,800	\$75,530	\$79,905.00	\$25,545.00	\$25,680.00	\$27,168.00	

DISTRICT OF LAKE COUNTRY SURVEY MUNICIPALITIES

* C = City; D = District; T = Town

Questions	Lake Country*(D)	Central Saanich (D)	Coldstream (D)	Comox (T)	Dawson Creek(C)	Nelson(C)	North Saanich(D)	Salmon Arm(C)	Sooke(D)	Summerland(D)	Williams Lake(C)
Population	18705	19326	12306	15902	13615	11713	13198	21034	16866	13310	11626
# on Council	7	7	7	7	7	7	7	7	7	7	7
Council mtgs - 2024 (incl Public Hearings)	32	41	25	26	23	28	42	25	38	35	41
Committee mtgs (Internal/External)	31	17	16	6	4	20	34	21	12	53	17
2025 Operating Budget incl utilities	\$46,732,656	\$34,795,600	\$15,481,665	\$36,357,159	\$55,645,987	\$59,564,885	\$28,317,087	\$48,019,284	\$27,978,655	\$50,477,907	\$34,034,966
2025 Capital Budget	\$30,296,713	\$29,898,700	\$6,967,265	\$13,302,152	\$40,053,596	\$28,981,808	\$8,139,200	\$7,549,955	\$9,876,611	\$32,642,093	\$20,715,465
Total Budget - 2025	\$77,029,369	\$64,694,300	\$22,448,930	\$49,659,311	\$95,699,583	\$88,546,693	\$36,456,287	\$55,569,239	\$37,855,266	\$83,120,000	\$54,750,431
2024 Operating Budget incl Utilities	\$46,570,000	\$32,160,400	\$13,353,967	\$31,870,337	\$54,939,124	\$56,004,740	\$27,238,650	\$40,106,395	\$24,724,879	\$48,451,309	\$30,464,779
2024 Capital Budget	\$29,900,141	\$20,997,700	\$16,810,649	\$8,522,598	\$34,907,522	\$26,190,902	\$7,983,800	\$6,703,280	\$18,026,599	\$30,709,535	\$15,509,879
Total Budget - 2024	\$76,470,141	\$53,158,100	\$30,164,616	\$40,392,935	\$89,846,646	\$82,195,642	\$35,222,450	\$46,809,675	\$42,751,478	\$79,160,844	\$45,974,658
2024 Residential Assessed Value	\$6,962,974,767	\$7,118,278,959	\$4,405,344,865	\$4,827,786,801	\$1,322,368,000	\$2,771,227,600	\$8,097,063,425	\$5,162,796,300	\$5,184,551,286	\$4,503,644,829	\$1,444,144,209
2024 Business Assessed Value	\$287,212,924	\$731,975,300	\$70,713,900	\$185,864,501	\$516,607,454	\$407,565,600	\$440,147,400	\$627,647,880	\$237,689,100	\$193,914,032	\$338,017,335
2024 Light Industrial Assessed Value	\$31,859,600	\$152,233,000	\$13,322,800	\$7,269,200	\$23,368,100	\$3,354,200	\$38,588,300	\$68,141,800	\$11,602,200	\$48,398,400	\$13,872,000
2024 Farm Assessed Value	\$8,266,683	\$6,779,450	\$9,593,843	\$86,422	\$340,008	\$0	\$3,109,377	\$8,877,497	\$644,486	\$5,539,887	\$33,973
Median Household Income	\$98,000	\$103,000	\$110,000	\$83,000	\$81,000	\$72,500	\$121,000	\$75,000	\$90,000	\$82,000	\$76,500
Geographical Size	122.16 km ²	422.0/km ²	167.8/km ²	16.87 km ²	24.37 km ²	11.93 km ²	37.16 km ²	155.19 km ²	56.60 km ²	74.04 km ²	33.13 km ²
***Economy	Tourism, Agriculture, Tech, Arts	Agriculture, Tourism, Retail, residential	Forestry, Agriculture retail, manufacturing	Tourism, Fishing golf, military base	Agriculture, Retail tourism, oil & gas	Forestry, Tourism Prov/Fed Admin centre, retail, arts & culture	Residential, agriculture Transport-Ferry/Airport	Forestry, Tourism recreation retail	Tourism recreational arts & culture	Agriculture, tourism	Forestry, mining, ranching

*Historical growth based on 2016 to 2021 #s Taken from Housing needs report

** Projected growth based on 5 years Not found

*** Economy - source Wikipedia