

To: Mayor and Council
From: Paul Gipps, CAO

Meeting Date: January 13, 2026
Meeting Type: Regular Council Meeting

Prepared by: Reyna Seabrook, Director of Corporate Services
Department: Corporate Services

Title: POL2018-164 and POL2025-224 Council Remuneration and Expense and Use of Technology Policy
Description: Consolidation and cleanup of various technology and expense related policies

RECOMMENDATION

THAT Council Remuneration and Expense Policy 164, 2018, Attachment A to the Report to Council dated January 13, 2026, be adopted as amended.

EXECUTIVE SUMMARY

On August 19, 2025 Council considered recommendations from the Council Remuneration Task Force proposing updates to Council Remuneration and Expense Policy 164, 2018. In addition to remuneration and other policy updates, it was identified that various District technology policies required review and synchronization to ensure efficiency and consistency (Resolution 2025-18-186). As such, staff have identified the following interconnected Council and Administrative Policies for review and consolidation:

- [IT & Computer Use Policy No. 14.143 \(Administrative Policy\)](#)
- [Computer Purchase Program Policy 156, 2017 \(Administrative Policy\)](#)
- [Council Remuneration and Expense Policy 164, 2018 \(Council Policy\)](#)
- [Travel and Expense Policy for Staff 172, 2019 \(Administrative Policy\)](#)
- [Cellular Device Policy 179, 2020 \(Administrative Policy\)](#)
- [Council Device Policy 210, 2024 \(Administrative Policy\)](#)

Staff have prepared two new Policies and one amended Policy to provide consistency, consolidation and clearly defined processes:

Proposed Policies		Type of Change	Policy Purpose
1	Council Remuneration and Expense Policy 164, 2018	Policy Amendment	remuneration, technology and expenses specifically related to Council
2	Use of Technology Policy 224, 2026	New consolidated Administrative Policy	terms of use for cell phones and equipment for both Council and staff
3	Travel and Expense Policy 225, 2026	New consolidated Administrative Policy	expenses specifically related to staff

The majority of changes are house-keeping and alignment of language.

PER DIEM AND CRA RATES

Where attendance at an event is for more than one day or requires overnight travel, a per diem rate of \$85 per day may be claimed without receipts to cover meals and incidentals such as gratuities, dry cleaning etc. Where meals are included as part of an event, individual Meal Allowance amounts are deducted from the per diem. The current Meal Allowance rates are \$15 for breakfast, \$15 for lunch, and \$30 for dinner. When all three meals are deducted from the per diem, \$25 remains to be reimbursed for incidental expenses.

For travel that does not exceed one day and does not require an overnight stay, meal reimbursements may be claimed up to the maximum Meal Allowance rates established in the policy: \$15 for breakfast, \$15 for lunch, and \$30 for dinner.

In August 2025, the Council Remuneration Task Force recommended increasing the individual meal allowance rates to \$20 for breakfast, \$20 for lunch, and \$45 for dinner to reflect the significant rise in meal costs. However, using the increased rates if all three meals are deducted from the per diem of \$85, there is no remaining reimbursement for incidentals.

The updated policies contained within this report propose no changes to the existing meal allowance rates of \$15 for breakfast, \$15 for lunch, and \$30 for dinner.

COUNCIL REMUNERATION AND EXPENSE POLICY 164

Council Remuneration and Expense Policy 164, 2018 has been updated to include the following:

- Increase the Mayor's annual remuneration by \$3,000 effective November 1, 2026 (resolution 2025-08-186)
- Adjust Councillor's remuneration in accordance with the policy (40% of Mayor's rate) effective November 1, 2026 (resolution 2025-08-186)
- Updated language for eligible expenses which ensures consistency across organizational policies
- Inclusion of Equipment and Technology provisions specifically related to Council

It is proposed that Policy 164, 2018 be adopted as amended.

USE OF TECHNOLOGY POLICY 224

Use of Technology Policy 224, 2026 is an Administrative Policy that governs the requirements, conditions, security and terms of use for all cell phones, devices and technology. The updated Council Remuneration and Expense Policy 164 references Policy 224 thereby requiring Council's compliance with the conditions of Policy 224.

The new Use of Technology Policy 224, 2026 consolidates and repeals the following Administrative Policies:

- (a) IT and Computer Use Policy 14.143
- (b) Computer Purchase Program Policy 156, 2017
- (c) Cellular Device Policy 179, 2020
- (d) Council Device Policy 210, 2024

The information and language from the above noted policies have been amalgamated into both Use of Technology Policy 224 and Council Remuneration and Expense Policy 164. Computer Purchase Program Policy 156, implemented as an Administrative Policy in 2017, provided an opportunity for Council and staff to purchase computer hardware through payroll deductions, has never been utilized and will be repealed.

TRAVEL AND EXPENSE POLICY 225

Travel and Expense Policy 225, 2026 updates and replaces Administrative Travel and Expense Policy for Staff 172, 2019. Updates provide consistent language and ensure all expenses eligible for reimbursement are located within one policy.

Respectfully Submitted.

Reyna Seabrook, Director of Corporate Services

Report Approval Details

Document Title:	POL2018-164 and POL2025-224 Council Remuneration and Expense and Use of Technology Policy Cleanup.docx
Attachments:	- Attachment A-Council Remuneration and Expenses Policy 164, 2018-Amendment.pdf - Attachment B-Travel and Expense Policy 225, 2025-Draft-3.pdf - Attachment C-Use of Technology Policy 224, 2025-Draft-3.pdf
Final Approval Date:	Jan 8, 2026

This report and all of its attachments were approved and signed as outlined below:

Trevor James, CFO, Director of Finance & Administration - Jan 8, 2026 - 10:51 AM

Paul Gipps, Chief Administrative Officer - Jan 8, 2026 - 11:11 AM