

## **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"><li>• Annual remuneration not be adjusted.</li><li>• The basis and timing for annual CPI increases to Council remuneration be included.</li><li>• Authority to travel be included</li><li>• Provided technology devices be included.</li></ul>

### **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 offered a cellular phone. Should the offer be declined, no additional allowance will be payable.

Original signed by James Baker

Mayor James Baker

Original signed by Reyna Seabrook

Reyna Seabrook, Corporate Officer

Amendment dated October 19, 2021

  
\_\_\_\_\_  
Mayor James Baker

  
\_\_\_\_\_  
Reyna Seabrook, Corporate Officer