THE CORPORATION OF THE

CITY OF WHITE ROCK

15322 BUENA VISTA AVENUE, WHITE ROCK, B.C. V4B 1Y6

POLICY TITLE: COUNCIL REMUNERATION AND EXPENSES

POLICY NUMBER: COUNCIL - 106

Date of Council Adoption: 2015	*Date of Last Amendment: January 29, 2018*
Council Resolution Number: 2004-136, 2005-441, 2008-039, 208-040, 2008-041, 2008-042, 2008-175, 2009-378 and 2009-379, 2009-477, 2010-249 and 2010-250; 2010-395, 2012-092; 2013-343; 2013-405; 2015-216; 2015-285, 2018-034	
Originating Department: Corporate Administration / Finance	*Date last reviewed by the Governance and Legislation Committee:* January 29, 2018

Policy:

1. Remuneration for Council Members

1.1 Remuneration amounts and notations contained in this section shall be effective January 1, 2015.

1.2 In addition to the remuneration for Councillor the appointed Deputy Mayor will receive an additional remuneration in the amount of 20% of the Mayor's monthly rate for each month that they act in that capacity. Where an appointment to this role is made for less than a full month, the remuneration shall be prorated.

1.3 Directly following the swearing in of Council Members after a scheduled Municipal Election the Director of Financial Services shall revise the annual remuneration for the Mayor and Councillors using the following calculation:

- The remuneration for the position of Mayor using the average of the remuneration for the previous year for the following three (3) noted municipalities:
  - City of Pitt Meadows
  - City of Port Moody
  - City of Langley

  The remuneration for the position of Councillor is to be based on a rate ratio of 40% which is consistent with rate ratios of comparable sized municipalities to the City of White Rock.

1.4 Effective January 1, 2018, the remuneration paid to the Mayor and Councillors in all other years shall be adjusted by the previous year's change in the consumer price index for the City of Vancouver. For 2018 only, the remuneration paid to the Mayor and Councillors shall also be adjusted to reflect the 2015 and 2016 changes in the consumer price index for the City of Vancouver.

1.5 The calculation of the remuneration in subsections 1.2 to 1.4 shall be rounded to the nearest ten (10) dollars.

1.6 Authorizes the payment of remuneration and expenses be carried out in accordance with City Policy.

2.1 Group Insurance

Group Accident Insurance will be provided to all members of City Council while going to, returning from, or attending Council Meetings and other Council activities, or performing any duties of a Council Member.

2.2 Allowance for Incidental Expenses

One third of the annual remuneration paid to the Mayor and Councillors of the City of White Rock shall be considered an allowance for expenditures incidental to the discharge of the duties of office within the boundaries of the City. This amount is currently exempt from taxation in accordance with the *Income Tax Act* subsection 81(3).

Effective January 1, 2019, this exemption will no longer be allowed. Therefore, beginning on that date, one third will no longer be considered an allowance and the full remuneration paid to the Mayor and Councillors will become taxable.

2.3 Event Allowance

2.3.1 Event tickets for the Mayor to attend on behalf of the City will be purchased and/or reimbursed by the City. The events the Mayor attends will be at their discretion (considering budget limitations). In circumstances where the Mayor is unavailable the Deputy Mayor will be asked to attend in their place.

2.3.2 Councillors shall be reimbursed up to $900 annually, to cover expenses of attending and representing the City of White Rock, as individual Councillors, at local community events."

2.4 Business Meetings Outside of Metro Vancouver

2.4.1 Councillors shall be reimbursed for expenses of attending business meetings outside of Metro Vancouver when representing the City, if pre-approved by the Mayor.

2.5 Kilometre/Vehicle Allowance.

Mayor and Councillors shall be reimbursed for using their personal automobiles while involved in Council business outside the boundary of White Rock. The rate claimed for mileage will be the same as that authorized for exempt City employees.

2.6 Expenses Incurred

2.6.1 That the City reimburses members of Council for the reasonable expenses to attend the UBCM, FCM and LMLGA annual conferences. *(Amended May 3, 2010)*

2.6.2 That the City reimburses members of Council for the reasonable expenses to attend the local Newly Elected Seminar hosted by the UBCM.

2.6.3 That the City reimburse a member of Council for expenses relating to a conference where Council has designated a member of Council by motion to attend.

2.6.4 That the Mayor be allocated $8,000 for the four-year term for discretional education conferences or education materials.

"Discretional" is defined as not requiring the prior approval of Council. Notwithstanding, the expenditure is still subject to scrutiny by Council. If, in the opinion of the Council, it is determined the expenditure does not comply with the intent of the policy, the expenditure may be disapproved, or if already paid, will be recovered.

"Education Conferences" is defined as a short course, seminar, or conference on subject matter directly relevant to the duties of a member of Council. It is not intended to include accredited courses leading to certification in a trade or profession, or courses leading to a degree or diploma.

2.6.5 That the Councillors be allocated $5,400 for the four-year term for discretional education conferences or education materials.

"Discretional" is defined as not requiring the prior approval of Council. Notwithstanding, the expenditure is still subject to scrutiny by Council. If, in the opinion of the Council, it is determined the expenditure does not comply with the intent of the policy, the expenditure may be disapproved, or if already paid, will be recovered.

"Education Conferences" is defined as a short course, seminar, or conference on subject matter directly relevant to the duties of a member of Council. It is not intended to include accredited courses leading to certification in a trade or profession, or courses leading to a degree or diploma.

2.6.6 That a member of Council who is elected via by-election, Sections 2.6.4 and 2.6.5, as applicable, these amounts would be prorated.

2.6.7 That the City provides members of Council for electronic equipment, computer software, and computer hardware that is compatible with City systems for the four -year term .

2.6.8 Reimbursement for expenses set out in section 2.6 of this policy shall be by written claim in accordance with the City of White Rock Expense Policy.

2.6.9 Council members may, after reaching the term limit for their additional educational and conference expenses, apply to Council in advance of incurring the expenses, for further educational or conference funding. The City will reimburse further funding by motion of Council.

Note: Until December 31, 2018, Section 81(3) of the Income Tax Act stipulates that 1/3 of Council remuneration shall be considered a non-accountable allowance for expenses incidental to the

discharge of the duties of office. Further, until December 31, 2018, Council Policy 106 stipulates these expenses are to be incurred within the boundaries of White Rock.

Application Guidelines:

Incidental expenses which are covered by this non-accountable allowance, until December 31, 2018, include but are not limited to the following:

- Business use of personal vehicle within the White Rock boundaries
- Meals and entertainment (except while attending a conference or seminar authorized by Council Policy 106 where per diems would be applicable).
- Home office materials and supplies such as stationary, printer paper, toner and Christmas cards. This does not include City business cards as they are provided and paid for by the City directly. Computer templates for City Councillor letterhead are also available for use where appropriate.
- Home office internet access connections and land line telephone costs etc.

Items not covered by the non-taxable allowance which may be provided at the City's additional expense include the following:

- Technical equipment such as software, hardware, and peripherals. These items are for Council members' use for the duration of their term(s) and remain City property throughout this period. Upon the end of the term(s) of office, these items must be returned to the City
- Conferences, seminars, educational materials and other expenses incurred/reimburse subject to the provisions of Council Policy 106.
- Business use of personal vehicle when representing the City at meetings outside of the White Rock boundaries for which no other compensation/indemnity is provided.
- City business cards.
- Mayor's City business expenses such as mobile telecommunication costs, stationary, meals and attendance to official events etc.
- Electronic Communication as per Section 2.6.

2.4 Qualifying Expenses

Expenditures that qualify for payment are:

a) Overnight accommodation required while outside the Metro Vancouver as authorized by this policy or Council resolution, as applicable

b) If air travel is used, flights shall be booked at the lowest available economy fare. Air travel shall be booked as far in advance as practical to take advantage of discounted fares

c) Provision of a "gift" to a maximum of $50 per night if the traveler stays at private accommodation

d) Transportation other than personal vehicle

e) Long distance telephone, facsimile transmission or other electronic communications. Photocopying

f) Meals not otherwise provided per diem

g) Gratuities

h) Reading material and other office supplies

i) Excess medical insurance for travel outside of Canada

j) Other appropriate incidentals (Council Members shall be reimbursed for the amount of reasonable expenses necessarily incurred that comply with the City of White Rock's Expense Policy.)

k) Parking (airport / hotel as applicable)

l) other overnight expenses as pre-approved by the Mayor

m) That the Councillors be allocated $5,400 for the four year term for discretional education conferences or education materials.

2.7 Electronic Communications

a) For City business use, a smartphone is available as an additional communications device for all members of Council; and

b) For those members of Council wishing to pursue this, the units be purchased through three-year plans under the City's current wireless communications contract.

Rationale:

To provide an annual remuneration and the payment of benefits and expenses for the Mayor and Councillors.