

District of Ucluelet

Bylaw No. 1226, 2017

A Bylaw to provide for annual remuneration, expense reimbursement and benefit allowances for members of the Council of the District of Ucluelet

The Council of the District of Ucluelet, in open meeting assembled, enacts as follows:

Repeal

1. "Council Remuneration, Benefits and Expenses Bylaw No. 1042, 2007" and all amendments thereto are hereby repealed.

Remuneration

2. The base annual remuneration for the Mayor shall be \$24,331.77 per annum effective August 1, 2017. Hereafter the base salary shall be adjusted annually on January 1 of subsequent years to reflect changes in the annual Consumer Price Index for British Columbia as published by Statistics Canada. One-third of the remuneration is for expenses incidental to the discharge of the duties of the Mayor's office.
3. The base annual remuneration for each Council member shall be \$13,907.08 per annum effective August 1, 2017. Hereafter the base salary shall be adjusted annually on January 1 of subsequent years to reflect changes in the Consumer Price Index for British Columbia as published annually by Statistics Canada. One-third of the allowance is for expenses incidental to the discharge of the duties of the Councillors' office.

Expense Reimbursement

4. The Mayor and Acting Mayor, while acting in the capacity of the Mayor, are hereby authorized to and shall be entitled to reimbursement of expenses incurred for the entertainment of guests of the District or to promote the interests of the District.
5. When authorized by Council to represent the District, engage in District business, or attend a meeting, course or convention outside the boundaries of the District, members of Council shall be entitled to reimbursement of expenses incurred during their absences from the District in accordance with Schedule "A" – Schedule of Expenses, which is attached to and forms part of this Bylaw.
6. When authorized by Council to represent the District on a board or organization which meets within the boundaries of the District, members of Council shall be entitled to reimbursement of expenses incurred as a result of this representation, with the exception of meals and mileage.
7. When authorized by Council to represent the District at meetings over and above regular and special meetings of Council, members of Council shall be entitled to compensation pursuant to Schedule "B" – Per Meeting and Travel Day Allowance, which is attached to and forms part of this Bylaw.

8. Members of Council who travel on District business or for attendance at seminars, conferences and other training or educational purposes will adhere to the procedures and guidelines specified in Schedule "C" – Expense Reimbursement Procedures and Guidelines, which is attached to and forms part of this Bylaw.
9. Attendance at conferences, conventions, courses, seminars and other meetings, and expenditures on gifts or other protocol-related expenditures, shall be limited to the budget provided for Council for these purposes in the Five Year Financial Plan bylaw.

Benefits

10. The District is hereby authorized to enter into agreements for medical, dental and life insurance benefits for Council members and their dependents.
11. Benefit premiums will be paid by the District of Ucluelet and participation in any or all of the benefit plans shall be at the Council member's option. Council members opting not to participate in benefit plans are not eligible to receive the equivalent amount of remuneration as a cash benefit.

Citation

12. This bylaw may be cited for all purposes as "Council Remuneration, Expense Reimbursement and Benefits Bylaw No. 1226, 2017".

READ A FIRST TIME this 11th day of **July**, 2017.

READ A SECOND TIME this 11th day of **July**, 2017.

READ A THIRD TIME this 11th day of **July**, 2017.

ADOPTED this 27th day of February, 2018.

CERTIFIED A TRUE AND CORRECT COPY of "Council Remuneration, Benefits and Expense Reimbursement Bylaw No. 1226, 2017".



Dianne St. Jacques
Mayor



Mark Boysen
CAO/Corporate Officer

THE CORPORATE SEAL of the
District of Ucluelet was hereto affixed
In the presence of:



Mark Boysen
CAO/Corporate Officer

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Schedule "A"

Schedule of Expenses

Travel			
	Mileage	Maximum allowance permitted by the Canada Revenue Agency for tax purposes as set annually	
	Other – air travel, etc.	100% reimbursement	Receipts required
Meals			
	Breakfast	\$12.00	
	Lunch	\$23.00	
	Dinner	\$30.00	
Accommodation		100% reimbursement	Receipts required
Transportation	Taxi, ferry, parking, etc.	100% reimbursement	Receipts required
Registration fees	Seminars, conventions, etc.	100% reimbursement	Receipts required

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Schedule "B"

Per Meeting and Travel Day Allowance

Per Meeting Allowance: for meetings over and above regular or special meetings of Council		
<i>Note – Individual meetings in the context of a larger event such as a convention or seminar are not considered as separate meetings for expense calculations</i>		
For meetings or travel days up to 4 hours	\$80.00	
For meetings or travel days lasting 4 hours or longer	\$160.00	

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Schedule "C"

Expense Reimbursement Procedures and Guidelines

1. Travel must be arranged by the most economic means available, taking into consideration cost, convenience, the need for a vehicle at a destination, and the ability of members of Council to travel together.
2. If a member of Council chooses to use a personal vehicle for long distance travel instead of an airline, the amount which will be reimbursed will be the lesser of the economy class airfare based on booking far enough in advance of the event to qualify for discounted rates plus related ground transportation, or the distance to be travelled by the most direct route, multiplied by the current rate per kilometre.
3. Where a member of Council chooses a means of transportation other than those described above, reimbursement shall only be for an amount equivalent to that which would have otherwise been incurred.
4. If circumstances require a means of transportation other than described, thereby incurring a greater cost, the increased cost shall require the approval of the Mayor.
5. All transportation expenses except mileage shall be paid on the basis of single fares.
6. Members of Council may be reimbursed annually for the difference between the insurance premium they would normally pay for their personal vehicle without District use, and the premium for business class coverage necessitated by District use, provided that the Council member has not or would not normally insure that vehicle for business use coverage.
7. Members of Council will be reimbursed the cost of repairing damage to a personal vehicle, to a maximum of \$500.00 or the amount of the insurance deductible, whichever is the lesser, when the damage occurs while the vehicle is being used for District purposes.
8. When reserving or obtaining accommodation, members of Council making their own arrangements will request the Provincial government rate.
9. If a spouse is accompanying a member of Council, the District will pay an additional \$10.00 per night for a double room rate. Any expense greater than \$10.00 will be at the member's expense and will not be reimbursed.
10. Hotel expenses for movies, bar service or any other room service fee will not be reimbursed.
11. When a member of Council chooses to stay with friends or relatives, an allowance of \$25.00 per night may be claimed without receipts for a gift for hosting.
12. Members of Council attending a meeting, conference, convention, course or seminar will not request meal allowances for meals that are provided at the event.

13. Incidental expenses and sundry travel items are included within the incidental portion of the allowance provided by Schedule "B" – Per Meeting and Travel Day Allowance to this Bylaw; no additional reimbursement will be paid.
14. At the discretion of the Mayor, expenses for laundry, long distance calls home on the basis of a maximum of one ten-minute call per day, and other reasonable expenses will be reimbursed upon provision of receipts.
15. Members of Council must complete a travel expense form immediately upon return from travel, and forward these to the Chief Financial Officer for processing.
16. Receipts for all claimed travel expenses must be provided in accordance with Schedule "A" – Schedule of Expenses to this Bylaw.
17. When a member of Council chooses to travel on municipal business or to attend a conference, convention, course or seminar with a spouse or other family members, the District will not pay any additional expenses beyond those associated with the member of Council, with the following exceptions:
 - a) \$10.00 increase to the accommodation rate to upgrade from a single occupancy rate to a double occupancy rate.
 - b) At the annual convention of the Union of BC Municipalities only, the cost of the spouse's attendance at the Welcome Reception, UBCM Banquet, and the cost of one Partner Program per day on both Wednesday and Thursday of the convention.

All other expenses associated with the spouse/family member travelling with the member of Council will be at that member's expense.