Council Remuneration and Expense Policy 164, 2018

The following was adopted as Policy at the Regular Council Meeting held **December 18, 2018.**

PURPOSE

This policy sets out guidelines for Mayor and Council remuneration and authority, permitted expenses, payment limits and reporting requirements for expenses incurred by Mayor and Council that are eligible for reimbursement for District of Lake Country ("District") related business.

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

POLICY

1. REMUNERATION

1.1. Effective January 1, 2026 the Mayor shall receive annual remuneration in the amount of $63,095.

1.2. Effective November 1, 2026 the Mayor's annual remuneration shall increase by $3000.

1.3. Each Councillor shall receive annual remuneration calculated at forty percent (40%) of the Mayor's annual remuneration.

1.4. The Mayors annual remuneration shall increase January 1 of each year.by 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.

1.5. Council remuneration shall be paid on a monthly basis.

1.6. Council remuneration shall be reviewed in accordance with Council Remuneration Task Force Policy 154, 2016, as amended from time to time.

1.7. A T2200 will be issued to each Council member annually in addition to the T4.

1.8. One professional accounting session will be provided to Council as a group as part of orientation each term.

1.9. Council shall receive accident insurance coverage of $100,000 with premiums paid by the District.

1.10. Council may opt into the District's extended health and dental plans on a 50/50 cost sharing basis.

1.11. Council shall be included in the District's Mental Health and Wellness Counselling benefit plan.

2. AUTHORITY TO APPROVE TRAVEL

2.1. A Council resolution including a budget limit is required for any Council member to attend a function where a cost will be incurred by the municipality.

2.2. Annual planning for Council travel should occur prior to budget each year; however, opportunities may be considered at any time by Council, subject to budget.

3. EXPENSES

3.1. As contained herein, the District will reimburse Council members for expenses incurred for attendance at meetings, courses or conventions, when representing the municipality or engaging in municipal business.

3.2. Expenses are not eligible for reimbursement if a Council member receives an honorarium, per diem, or other form of reimbursement from another agency.

3.3. Reimbursements will not be provided for alcoholic beverages or cannabis related products.

3.4. Requests for reimbursement must be submitted to the Director of Finance, or designate, on an Expense Claim Form within 30 days of the event. Requests for reimbursement received more than 30 days after an event must be approved by the CAO.

3.5. All requests for reimbursement must include receipts, mileage record, GST, confirmation of booking, applicable name(s} and complete credit card or debit card receipts.

4. REGISTRATION

The full amount of registration fees will be reimbursed.

5. AIR TRAVEL

Air travel and associated costs will be reimbursed as follows:

(a) return economy air transportation on a regularly scheduled flight at a reasonable and convenient travel time, booked far enough in advance to take advantage of discounted fares (if possible)
(b) Where the cost of air travel is significantly reduced by extending the travel days, expenses will be reimbursed provided the additional expenses are less than the savings
(c) Air travel cancellation insurance with approval from the CFO
(d) transportation to and from airports at both the points of departure
(e) airport parking, and taxi fare

6. VEHICLE TRAVEL

Costs of travel via vehicle will be reimbursed as follows:

(a) Where a personal vehicle is used, mileage for the distance traveled to and from the event will be reimbursed at the current CRA reasonable per kilometer rate. Requests for reimbursement will include a mileage record for distances travelled or a monthly summary of travel.
(b) Where applicable, the maximum amount that will be reimbursed for travel by vehicle will not exceed the cost of return economy air transportation travel. Where the cost of travel by vehicle exceeds the cost of return economy air travel, a copy of both mileage record and air travel costs will be submitted with the claim.
(c) Where two or more Council members travel in one personal vehicle, only one Council member may claim mileage for the distance travelled.

(d) When a rental vehicle is necessary for business travel and no other reasonable transportation options are available, rental vehicle costs will be reimbursed. Reimbursement is limited to a compact vehicle unless three (3) or more employees are traveling together, in which case a larger vehicle is permitted.

7. ACCOMMODATION

Costs of accommodation will be reimbursed as follows:

(a) Single room hotel accommodation costs not exceeding the event or government rate at the event location, subject to availability.

(b) A $25 nightly allowance without receipts for stay with friends or relatives (private accommodation) instead of staying at a hotel, plus additional costs (e.g., taxi, mileage). Total expenses for stay at private accommodation (including additional costs) must not exceed the conference hotel's event or government rate.

8. PER DIEM AND MEAL ALLOWANCE

(a) Where attendance at an event is for more than one day or one day with overnight travel, a per diem rate of $85 per day without receipts to cover meals, gratuities, dry cleaning, phone calls and other miscellaneous costs, may be claimed.

(b) Where meals are included in the event registration fee, the following Allowance per meal will be deducted from the per diem rate as follows:

MEAL	ALLOWANCE
Breakfast	$15.00
Lunch	$15.00
Dinner	$30.00

(c) For day of departure and day of return where business is required before or after 2:00 p.m. the per diem will be prorated to one half of the daily allowance.

(d) Reimbursement for using a District credit card for meals while travelling requires advanced permission from the CFO or CAO.

(e) 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.

9. DAY BEFORE AND AFTER TRAVEL EXPENSES

When required, travel-related expenses may be claimed for one day immediately preceding and one day immediately following the event as contained herein in accordance with section 8 (b).

10. ALTERNATE TRAVEL METHODS

When air or vehicle travel is unavailable, the most economical transportation option will be used. Reimbursement will not exceed the equivalent return economy air transportation cost. A copy of the air travel estimates must accompany the expense claim.

11. BUSINESS MEETINGS

The Mayor may be reimbursed for meal costs for business meetings held involving at least one other person.

12. SHARED EXPENSES

When an expense benefits more than one person the cost will be divided among those who benefit, for example if one registration fee covers three people, each person is responsible for one-third of the fee.

13. PERSONAL TRAVEL EXPENSES

(a) Business and personal travel may be combined, however additional travel and accommodation expenses not associated with the business travel are the responsibility of the Council Member. The District will reimburse the lesser of the Council Member's cost of a direct return flight based on the lowest fare available on the date of booking.

(b) Spousal travel expenses including transportation, accommodation, registration and meals are at the expense of the employee. At the discretion of the Chief Financial Officer, registration fees or travel expenses for the travel partner may be pre-paid by the District with reimbursement from the employee within 30 days.

14. EQUIPMENT AND TECHNOLOGY

14.1. Mayor and Council are responsible for acknowledging their responsibilities for the use of Equipment and Technology as governed by Use of Technology Policy 224, 2025, as amended from time to time.

14.2. Definitions:

Equipment means a computer, tablet or cell phone provided by the District.
Technology includes internet, hardware, software, email communication, instant messaging, voice chat, business applications, data, the network and services provided by the District.

14.3. At the beginning of each 4-year term, Council members will be offered:

(a) one standard piece of Equipment, and

(b) one of the following cell phone options:

(i) a dual SIM card on an existing personal cell phone through the District's current service plan at the District's expense; or

(ii) Bring your Own Device (BYOD) reimbursed through the submission of an Expense Claim Form at a rate of $70 per month.

14.4. Should the offer of a Equipment be declined no additional allowance will be payable.

14.5. At the conclusion of the 4-year term, Council members may keep or return Equipment that has reached or exceeded the District's standard 4-year hardware lifecycle.

15. REPEALS

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

16. APPROVALS, AMENDMENTS AND ANNUAL REVIEWS

Date	Approver	Type
December 18, 2018	Mayor James Baker	Adoption
October 19, 2021	Mayor James Baker	Amendment
February 6, 2024	Mayor Blair Ireland	Amendment
January 13, 2025	Mayor Blair Ireland	Amendment
March 31, 2026	Paul Gipps	Administrative amendment (CPI)

March 31, 2026 amendment

Original signed by Paul Gipps
CAO

Original signed by Reyna Seabrook
Corporate Officer