

TOWN OF LADYSMITH
POLICIES AND PROCEDURE MANUAL

TOPIC:	COUNCIL REMUNERATION POLICY		
APPROVED BY:	Council	DATE:	March 3, 2020
RESOLUTION #:	CS 2020-088		
	<i>(Amended from CS 2018-457, November 19, 2018)</i>		

Purpose

The purpose of this policy is to establish guidelines for Council remuneration and the procedure for providing remuneration, including but not limited to financial compensation and related services and benefits.

Persons Affected

The following people are affected by this policy: Mayor, Council, Financial Services & Corporate Services staff.

Policy

1. Annual Remuneration Adjustment

Effective January 1st of each year, the Finance Officer shall revise the base compensation for the Mayor and Councilors by applying the Victoria Consumer Price Index average for the preceding three years to the current compensation amount, to a maximum of 2 per cent.

If the application of the Consumer Price Index results in a decrease, there will be no change to the remuneration amount.

2. Health Benefits for Council Members

The Town will not provide health benefits to members of Council.

Members of Council may elect to join the Union of British Columbia Municipalities (UBCM) Benefits Plan with the full costs borne by the individuals. Membership eligibility and requirements will be decided by the UBCM.

3. Conventions & Conferences

3.1 Approved conventions/conferences as well as the authorized attendees is as follows:

Convention/Conference	Attendance	Decided by
Federation of Canadian Municipalities (FCM)	Mayor	Council Remuneration Policy
	1 Council member	Council Resolution
Union of British Columbia Municipalities (UBCM)	Mayor	Council Remuneration Policy
	4 Council members	Council Resolution
Association of Vancouver Island Coastal Communities (AVICC)	Mayor	Council Remuneration Policy
	4 Council members	Council Resolution
Vancouver Island Economic Alliance (VIEA)	Mayor	Council Remuneration Policy
	4 Council members	Council Resolution

3.2 Subject to sufficient budget, the Mayor may approval reimbursement of conference fees and travel expenses for Council members to attend additional conferences.

3.3 The Mayor, or his/her delegate, is given blanket authority to attend unforeseen or emergency meetings on behalf of the Town, with reimbursement subject to subsequent Council approval.

3.4 Council members are authorized for reimbursement of travel expenses incurred on matters related to their Council duties in accordance with Policy #05 1790 Travel Expenses.

4 Meals

While conducting Town business, meals of the guests of the Mayor or Council members shall be reimbursed at cost including applicable taxes and gratuities.

5 Cell Phones

Each member of Council will receive a corporate cell phone and belong to the applicable Town of Ladysmith data and cellular minutes plan, for the sole purpose of conducting Town business.

6 Tablets

Each member of Council will receive a corporate tablet for the sole purpose of conducting Town business.

7 Access to Frank Jameson Community Centre

Effective January 1, 2020, each member of Council will be granted free access to the pool and fitness centre located at the Frank Jameson Community Centre. This includes all drop-in fitness and pool classes, but does not apply to classes and programs for which registration is required. This access will continue for the time that the elected official holds office.

8 Review of Policy

This policy shall be reviewed six months before the end of each Council term.

Procedure

Council

1. Should a member of Council choose not to accept all or part of his or her remuneration, he or she must:
 - (a) advise the Director of Financial Services in writing;
 - (b) specify the requested amount of remuneration; and
 - (c) specify the date this request will come into effectSuch a request cannot be retroactive
2. At the beginning of the Council term, newly elected Council members shall provide the requested relevant information to the Payroll department within the first two weeks following the inaugural meeting.

Finance

1. The net remuneration shall be paid via electronic funds transfer monthly to each Council member.
2. The Finance Officer shall calculate the annual remuneration adjustment once the CPI figures are available and apply any retroactive increases on the next remuneration payment.
3. The Payroll department shall administer the applicable UBCM Health Benefits deductions per the UBCM agreement to facilitate premium payments.

4. Financial Services shall administer the procurement of the corporate tablet for each member of Council for the duration of the Council term. Replacement of the corporate cell phone is at the discretion of the CAO.

A designated member of Staff shall administer the procurement of the corporate cell phone and protective case for each member of Council for the duration of the Council term. Replacement of the corporate cell phone is at the discretion of the CAO.