

CITY OF SALMON ARM

BYLAW NO. 3834

A bylaw to provide for remuneration and expenses for members of Council

WHEREAS Council may, by bylaw, provide for remuneration to Council members for discharge of the duties of office and for payment of expenses incurred when Council members represent the municipality, engage in municipal business, or attend a meeting, course or convention;

NOW THEREFORE the Council of the City of Salmon Arm, in open meeting assembled, enacts as follows:

1. Remuneration

1. There shall be paid to the Mayor, effective January 1, 2015, an annual remuneration of \$53,725.00 which shall be paid on a monthly basis and of which one-third shall be paid as an allowance for expenses incidental to the discharge of the duties of that office.
2. There shall be paid to the Deputy Mayor, effective January 1, 2015, an annual remuneration of \$22,260.00 which shall be paid on a monthly basis and of which one-third shall be paid as an allowance for expenses incidental to the discharge of the duties of that office.
3. There shall be paid to each Councillor effective January 1, 2015, an annual remuneration of \$21,660.00, which shall be paid on a monthly basis and of which one-third shall be paid as an allowance for expenses incidental to the discharge of the duties of that office.
4. There shall be an increase to the Mayor and each Councillor's annual remuneration on January 1 of each year, beginning January 1, 2016, by the amount of the British Columbia Consumer Price Index for the prior year. In years where it is a negative the remuneration shall remain the same as the prior year.

2. Expenses

If a member of Council, including the Mayor, represents the City, engages in City business or attends a meeting, course or convention outside the City boundaries, as authorized by the Council or the Mayor and as provided within the Annual Budget, such member of Council shall be reimbursed as follows:

1. Transportation:

- a) When the use of a private vehicle is used, reimbursement shall be paid at the same rate as that paid by the Province of British Columbia;
- b) All other expenses relating to transportation such as taxi/bus fares, parking fees and related charges shall be paid as necessarily incurred and supported by original receipts;
- c) Transportation will be reimbursed at actual economy airfare rates; and
- d) Members of Council shall be reimbursed based on the actual method of travel chosen (e.g. air, private vehicle, etc.) subject to budget limitations. Members of Council must use the best method of travel to keep costs to the City at a minimum.

2. Accommodation:

Accommodation costs may be claimed on the basis of actual costs, including associated parking levies and telephone charges relative to municipal business, plus applicable taxes and supported by original receipts.

3. Daily Expenses:

- a) A per diem allowance shall be paid in the sum of \$150.00 per day or lesser time consisting of four continuous hours or more in duration, when the location of the municipal business activity is outside the City of Salmon Arm boundaries, as authorized by the Council or the Mayor. The per diem allowance shall be paid to cover all meals, gratuities, dry cleaning, and local telephone and entertainment costs. Equivalent U.S. funds will be paid on U.S. trips.
- b) For trips of less than four continuous hours, an expense claim shall be for actual expenses only (supporting original receipts required).

4. Registrations:

Registration fees for seminars, meetings, courses, conventions etc. shall be paid in full for each authorized and approved member of Council, in advance and directly to the sponsoring organization where time permits.

5. Other:

- a) The Mayor and Deputy Mayor, when attending on behalf of the Mayor, shall be reimbursed for expenses incurred for the entertainment of guests of the City or to promote the interests of the City, as provided for in the Annual Budget.

- b) Partner conference registration fees only are eligible for reimbursement. Partner expenses for attendance at functions hosted by local organizations are eligible for reimbursement.
- c) Prior Council approval is not required for the Mayor to attend day sessions (meetings, seminars, luncheons, ceremonial events, etc.) where no overnight provision is required. Approved expenses include per diem (pursuant to Section 3), mileage (pursuant to Section 1) and registration fees (pursuant to Section 4). Reimbursement of expenses for Mayor day sessions shall be in accordance with the provision in the Annual Budget.
- d) Each Council Member, when requested, shall be provided with a lump sum payment of up to \$1,000.00 for the purchase of a medium of their preference to view the Council agenda during each term of office.

6. Advance:

- a) Travel advance requests must be approved by the Administrator or Director of Corporate Services and shall be for a maximum of 80% of the estimated cost.
- b) Travel advance requests shall be submitted on the prescribed form attached as Schedule "A" to this bylaw.
- c) Travel expense claims must be submitted within seven (7) days of return and advances must be offset.
- d) Unused advance funds must be returned to the City cashier within seven (7) days.

7. Reimbursements:

- a) Travel expense claims must be approved by the Administrator or Director of Corporate Services.
- b) Travel expense claims shall be submitted on the prescribed form attached as Schedule "A" to this bylaw.
- c) All applicable and original receipts shall be attached to the expense claim form.

3. Benefits

Accident Insurance Coverage in the amount of \$200,000.00 shall be provided for all members of Council and the costs of such coverage shall be borne by the City.

- a) Group Insurance Coverage will be provided to Elected Officials, with a maximum of \$25,000.00 coverage for life insurance and the premiums will be paid by the municipality.
- b) Dental Coverage will be provided if a majority of eligible Council Members participate.
- c) Extended Health Coverage will be provided if a majority of eligible Council Members participate.

4. Repeals Bylaws

Upon adoption of this bylaw, "District of Salmon Arm Council Members Remuneration and Expense Bylaw No. 3294" and all amendments thereto are hereby repealed.

5. Effective Date

This bylaw shall become effective on the date of adoption thereof.

6. Citation

This bylaw may be cited for all purposes as "**City of Salmon Arm Council Members Remuneration and Expense Bylaw No. 3834**".

READ A FIRST TIME THIS	26th	DAY OF	April	2010
READ A SECOND TIME THIS	26th	DAY OF	April	2010
READ A THIRD TIME THIS	26th	DAY OF	April	2010
ADOPTED BY COUNCIL THIS	10th	DAY OF	May	2010

"M. BOOTSMA"
MAYOR

"C. BANNISTER"
CORPORATE OFFICER

