

**TOWN OF LAKE COWICHAN  
BYLAW NO. 1077-2022**

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**Council Remuneration and Expenses**  
Consolidated with Amendment 1100-2024

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**WHEREAS** Section 12 of the *Community Charter* authorizes the Council to establish any terms and conditions it considers appropriate;

**AND WHEREAS** Council considers appropriate the establishment of remuneration and expenses for the members of Council in their exercise of duties on behalf of Council;

**NOW THEREFORE** the Council of the Town of Lake Cowichan, in an open meeting assembled, enacts as follows:

1. This Bylaw may be cited as "*Town of Lake Cowichan Council Remuneration and Expense Bylaw No. 1077-2022*".

2. In this Bylaw:

**Acting-Mayor** means a Councillor appointed by Council to be responsible for acting in the place of the mayor when the mayor is absent or otherwise unable to act or when the office of mayor is vacant;

**Municipality** means the Town of Lake Cowichan;

**Councillor** means a member elected to the Council of the Town of Lake Cowichan;

**Deputy Mayor** means a Councillor appointed by Council as Deputy Mayor.

3. (a) There shall be paid out of annual revenues an annual remuneration to Council members for the discharge of the duties of office as provided for in Schedule "A" attached to and forming part of this bylaw;

(b) Payment of the annual remuneration set out in Schedule "A" shall be paid in **twelve (12) monthly payments, each to be paid no later than the last Thursday of each month, that would equal the annual remuneration payable and will be commensurate with the actual time served in office;**

(c) In the event the Mayor is absent or unable to act for ten consecutive days or more, the Acting Mayor will receive a rate of remuneration calculated at an additional 15 per cent of the member's remuneration pro-rated for the period of time as Acting Mayor; and

(d) Notwithstanding the foregoing, a **financial penalty equal to 1 remuneration payment** shall be deducted from his or her remuneration each time a member misses 3 meetings in a three-month period, without council approval. Absences from meetings at which a council member is a council representative will count for the purposes of determining meetings missed.

4. The Council approves attendance by its members at any of the following:

(a) the annual Union of British Columbia Municipalities (U.B.C.M) Convention;

(b) the annual Association of Vancouver Island and Coastal Communities (A.V.I.C.C.) Convention;



- (c) meetings within or without the boundaries of the Municipality to which members have been duly appointed as representatives by the Mayor or Council;
- (d) meetings or business required in the conduct of the duties of the office of the Mayor; or
- (e) any other Municipal business, meeting, course, or convention approved by resolution of Council.

5. Each member is reimbursed:

- (a) when representing the Municipality beyond the municipal boundaries and for that each member may receive reimbursement of actual expenses incurred for attendance at meetings or functions within the Municipality;
- (b) when each member of Council delivers to the Chief Administrative Officer evidence of expenditures incurred by the Council member.

6. The following expenditures qualify for reimbursement:

- (a) actual accommodation expense accompanied by receipts or private accommodation expense of Twenty-five Dollars (\$25) may be made without receipts for each night spent away from the municipality;
- (b) transportation expense including mileage, airfare and members are encouraged to use other means of public transportation where feasible if the cost of such travel is less than the mileage expense and any car rental is subject to prior approval by the Chief Administrative Officer;
- (c) mileage distances between the travel destinations shall be as calculated by Google Map and where ferry travel is part of the trip, mileage will be accordingly adjusted;
- (d) registration and membership fees;
- (e) long distance telephone and fax charges for calls involving municipal business;
- (f) parking charges and laundry expenses with the latter only applicable where overnight stay is required;

7. (a) In addition to the remuneration and expenses paid in Section 3 and 5, a meal allowance will be paid to Council members while attending a meeting, or while on a course or attending a convention away from the municipality as follows:

	<u>In BC, except Vancouver</u>	<u>Vancouver/outside BC</u>
Breakfast	\$20.00	\$20.00
Lunch	25.00	30.00
Dinner	<u>40.00</u>	<u>50.00</u>
	<u>\$85.00</u>	<u>100.00</u>

- (b) notwithstanding the foregoing, the per diem will be adjusted for any meals provided as part of a meeting or conference or course; and
- (c) where a partner accompanies the member of Council and where overnight stay is required, an additional per diem of \$25.00 is payable for each night away.



8. (a) The level at which a Council member may be reimbursed for use of own vehicle is at mileage rates as allowed by the Canada Revenue Agency;
- (b) The level at which a Council member may be reimbursed is the total amount of expenditures incurred under Sections 6; and
- (c) However, where an overnight stay is required a claim of up to \$5.00 per day may be made without receipts for incidental expenses listed under both Section 6(d) and Section 6(e).
9. (a) The Town of Lake Cowichan is hereby authorized to enter into agreements for benefits for Council members and their dependents;
- (b) Participation in any or all of the benefit plans shall be at the member's option;
- (c) Council members may be provided extended health benefits through the current benefit provider (UBCM) at the levels provided by the benefit provider with 100% of the cost to be paid by the employer. Any dependent coverage would have to be wholly paid by the council member;
- (d) Accident Insurance and weekly indemnity coverages shall be extended to all Council members while engaged on municipal business, and the costs of such coverage shall be borne by the Town of Lake Cowichan;
- (e) Reimbursements for technology expenses that are used for conducting the business matters on behalf of the Town of Lake Cowichan will be reimbursed at a rate not to exceed a maximum amount of \$50 per month;
- (f) The Mayor will be provided with a smart phone in accordance with existing policy;
- (g) Each member of council will be provided a tablet for the conduct of council business at the beginning of the council term and is subject to the following:
- i. If the tablet is damaged, lost or stolen, the elected official is responsible for the cost of the replacement, unless the tablet is proven defective;
  - ii. Should the member cease to be in office prior to the end of the four-year term, the issued tablet must be returned for use by the newly elected member of council; and
  - iii. The member may retain the original issued tablet at the end of the term so long as the tablet is reformatted and cleared of any Town related software.
10. That upon adoption of this bylaw, the "*Town of Lake Cowichan Council Remuneration and Expense Bylaw No. 1043-2020*" is hereby repealed effective after October 31<sup>st</sup>, 2022.

READ A FIRST TIME as amended on the 6<sup>th</sup> day of September, 2022.

READ A SECOND TIME the 6<sup>th</sup> day of September, 2022.

READ A THIRD TIME the 6<sup>th</sup> day of September, 2022.

RECONSIDERED, FINALLY PASSED and ADOPTED by the Municipal Council of the Town of Lake Cowichan on the 27<sup>th</sup> day of September, 2022.

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Bob K. Day  
Mayor

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Joseph A. Fernandez  
Corporate Officer



**Schedule "A"**

**A. REMUNERATION FOR NOVEMBER 1, 2022, TO OCTOBER 31, 2023**

REMUNERATION TO COUNCIL MEMBERS PAYABLE SHALL BE AS FOLLOWS:

- (a) That the Mayor of the Municipality shall be paid an annual indemnity of Twenty-Six Thousand Dollars (\$26,000.00).
- (b) That each Councillor of the Municipality shall be paid an annual indemnity of Fifteen Thousand, Six Hundred Dollars (15,600).

**B. REMUNERATION FOR NOVEMBER 1, 2023, TO OCTOBER 31, 2024**

REMUNERATION TO COUNCIL MEMBERS PAYABLE SHALL BE AS FOLLOWS:

- (a) For each year, following A., the annual remuneration paid to each of the Mayor and Council Members of this bylaw will be increased from the remuneration for the previous year by a percentage amount, equal to the official Consumer Price Index (CPI) for Canada by Statistics Canada for the year ending December 31, 2022. Where there is a CPI decrease in the year preceding, no adjustment will be made to the remuneration for the affected year.

**C. REMUNERATION FOR NOVEMBER 1, 2024, TO OCTOBER 31, 2025**

REMUNERATION TO COUNCIL MEMBERS PAYABLE SHALL BE AS FOLLOWS:

- (a) For each year, following B. the annual remuneration paid to each of the Mayor and Council Members of this bylaw will be increased from the remuneration for the previous year by a percentage amount, equal to the official Consumer Price Index (CPI) for Canada by Statistics Canada for the year ending December 31, 2023. Where there is a CPI decrease in the year preceding, no adjustment will be made to the remuneration for the affected year.

**D. REMUNERATION FOR NOVEMBER 1, 2025, TO DECEMBER 31, 2026**

REMUNERATION TO COUNCIL MEMBERS PAYABLE SHALL BE AS FOLLOWS:

- (a) For each year, following C., the annual remuneration paid to each of the Mayor and Council Members of this bylaw will be increased from the remuneration for the previous year by a percentage amount, equal to the official Consumer Price Index (CPI) for Canada by Statistics Canada for the year ending December 31, 2024. Where there is a CPI decrease in the year preceding, no adjustment will be made to the remuneration for the affected year.

