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| <b>Subject Area:</b> | <b>Finance</b>  | <b>Policy #</b>                                      | <b>7.14.02</b>                    |
| <b>Policy Title:</b> | <b>Council Remuneration</b>   |  |                                   |
| <b>Authority:</b>    | <b>Legislative</b>  | <b>X</b>   | <b>Effective Date: 2010-07-01</b> |
|                      | <b>Administrative</b>   |  | <b>Review Date: 2015-07</b>       |
| <b>Issued By:</b>    | <b>Mindy Smith</b><br><b>Director of</b><br><b>Corporate Services</b> | <b>Corporate Services</b><br><b>Finance Division</b> | <b>Issue Date: 2010-07-26</b>     |
|                      |   |  | <b>Distributed By: Author</b>     |

**Purpose:**

To establish a process that is fair and equitable to be used in determining the remuneration and benefits provided to Port Coquitlam Council members.

To promote public interest and opportunity in serving in an elected civic position by providing reasonable compensation for the time commitments demanded of Council members.

**Policy:**

**1. Annual Remuneration Adjustment**

The Financial Officer shall, effective July 1<sup>st</sup>, 2010 and January 1<sup>st</sup> each subsequent year, revise the annual remuneration for the Mayor and Councillors using the following calculation:

- The average of the remuneration for the two municipalities with populations immediately greater than Port Coquitlam and the two municipalities with populations immediately less than Port Coquitlam within the Metro Vancouver region.

This calculation will also apply to the Acting Mayor's stipend and transportation allowances.

**2. Benefits for Council Members**

The City shall provide the Mayor with medical, dental and extended health benefits on the same basis and with the same eligibility criteria as for exempt staff. Councillors are eligible to participate in the City's exempt staff medical, dental and extended health plan at their own expense.

The City shall provide the Mayor with a transition allowance in the year in which they depart office. The transition allowance will be equivalent to one month pay for every year in the Mayor’s Office to a maximum of six months. The allowance is to be paid out at the end of the Mayor’s term in office. The allowance is not payable to a Mayor that resigns mid-term other than for health reasons.

The City shall provide Group Life coverage to all Council members equal to 2.5 times their annual remuneration at municipal expense.

**3. Incidental Expenses**

One-third of the annual remuneration established for each member of Council under section 1 of this policy is paid as an allowance for the expenses incidental to the discharge of the duties of the member, and exempted from taxation in accordance with the *Income Tax Act*.

**4. Reimbursement of Expenses Incurred**

The City shall reimburse a member of Council for expenditures incurred to attend a convention, orientation, education and training or other function directly related to the duties of the member of Council in accordance with the City’s Travel Expenses Bylaw # 3129.

**Authority:**

Council has the authority to alter or revoke the provisions of this policy at any time.

**Responsibility:**

The Financial Officer is responsible to review and report to the Finance and Intergovernmental Committee on Council remuneration as outlined in this policy.

**END OF POLICY**

**Record of Amendments:**

| <u>Policy</u> | <u>Issue date</u> | <u>Reviewed</u> | <u>Replaced</u> | <u>Re-issue Date</u> |
|---------------|-------------------|-----------------|-----------------|----------------------|
| 7.14          | 2005-07-01        | 2009-01         | Yes – 7.14.01   | 2009-03              |
| 7.14.01       | 2009-03-23        | 2010-06         | Yes – 7.14.02   | 2010-07              |
| 7.14.02       | 2010-07-26        |                 |                 |                      |