



POLICY MANUAL

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| Subject Area: | FINANCE | Policy # | 7.14.03 |
| Policy Title: | Council Remuneration | | |
| Authority: | Legislative | X | Effective Date: 2015-11-01 |
| | Administrative | | Review Date: 2018-07 |
| Issued By: | Karen Grommada Director of Finance | Issue Date: | 2015-11-23 |
| | | Distributed By: | Author |

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 January 1, 2016 and January 1st each subsequent year, revise the base compensation for the Mayor and Councillors by applying the Vancouver year –over-year Consumer Price Index to the prior year’s base compensation amount.

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

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

Effective January 2016, the Mayor’s transportation allowance will be established at \$7,200 per year and be adjusted each January by applying the Vancouver year-over-year Consumer Price Index to the prior year’s transportation allowance.

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 plan at their own expense.

Effective November 1, 2015, Councillors are eligible to participate in the City's exempt staff dental and extended health plan with the City paying 75% of the premium for these benefits.

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.

Record of Amendments:

| Policy | Issue date | Reviewed | Replaced | Re-issue Date |
|---------------|-------------------|-----------------|-----------------|----------------------|
| 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 | | | |
| 7.14.03 | 2015-11-23 | 2018-07 | Yes - 7.14.02 | |