



Last Update: August, 2014

COUNCIL REMUNERATION BYLAW No. 8414, 2012

Consolidated

Amendment Bylaws
for
“City of Prince George Council Remuneration Bylaw No. 8414, 2012”

Bylaw No. 8443, 2012

Adoption Date: July 16, 2012

Bylaw No. 8605, 2014

Adoption Date: August 25, 2014

CITY OF PRINCE GEORGE
BYLAW NO. 8414

A Bylaw of the City of Prince George to provide for the remuneration and reimbursement of expenses to members of Council.

WHEREAS Council may provide remuneration and reimbursement of expenses to members of Council;

NOW THEREFORE the Council of the City of Prince George in open meeting assembled, **ENACTS AS FOLLOWS:**

1. SHORT TITLE

This Bylaw may be cited for all purposes as the “City of Prince George Council Remuneration Bylaw No. 8414, 2012”.

2. REMUNERATION

- 2.1** Effective January 1, 2012, Mayor remuneration before annual adjustment shall be \$92,787.89.
- 2.2** Effective January 1, 2012, Councillor remuneration before annual adjustment shall be \$30,929.30.
- 2.3** No additional remuneration shall be paid to Councillors for serving as acting Mayor as designated by Council.
- 2.4** One third of Mayor and Councillor remuneration shall be paid as a tax-free, non-accountable allowance for expenses incidental to the discharge of the duties of office.
- 2.5** Beginning on January 1, 2012 and on each year thereafter, an annual adjustment shall be applied to Mayor and Councillor remuneration, effective January 1 of that year, which is the lesser of:
 - (a) the annual percent wage increase applied to City of Prince George exempt staff salaries; or
 - (b) the average of the wage adjustment for the fourth quarter of the previous year and the wage adjustment for the first, second and third quarter of the current year for the public administration industry published by Human Resources and Skills Development Canada as the Average Annual Percentage Wage Adjustments by Quarter.

Amended by BL8443

3. PER DIEM

Council members may claim for meal expenses at the Per Diem rate of \$75 per day OR reimbursement for actual meal expenses incurred in accordance with Section 4.1.

4. EXPENSES

- 4.1** Council members may be reimbursed for expenses incurred while:
- (a) representing the municipality on behalf of Council;
 - (b) engaging in municipal business on behalf of Council; and
 - (c) attending meetings, courses or conventions on behalf of Council.
- (d) For clarity, expenses that are eligible for reimbursement include actual costs, supported by receipts, for:
- (i) economy rate air fare;
 - (ii) conference and convention registration fees;
 - (iii) taxi fare, car rental, public transit or car parking;
 - (iv) accommodation;
 - (v) meals; and
 - (vi) incidental expenses.
- 4.2** Councillors shall be each allocated the sum of \$6000.00 per year for annual expenses incurred in accordance with section 4.1.
Amended by BL8605
- 4.3** Effective January 1, 2015, members of Council will be reimbursed for the use of a personal vehicle for out of town travel undertaken in accordance with Section 4.1, at the automobile allowance rate set by Canada Revenue Agency.
Amended by BL8605
- 4.4** Effective January 1, 2015, the Mayor will be reimbursed for the use of a personal vehicle for the discharge of the duties of the office at the rate of \$325 per month
Amended by BL8605
- 4.5** The Mayor shall be reimbursed for the use of a personal vehicle in accordance with section 4.1 at the per kilometre reimbursement rate for frequent users as set out in Schedule A attached to and forming part of this Bylaw.
Amended by BL8443
- 4.6** Council members shall submit a completed Schedule B Travel Claim Expense Form, as attached to and forming part of this Bylaw as Schedule B, including receipts or other documentation of expenses and evidence of payment when requesting reimbursement for expenses incurred in accordance with 4.1.
Amended by BL8443
- 4.7** Council members shall submit a brief written report summarizing related activities, including a completed Travel Claim Expense Form, as attached to and forming part of this Bylaw as Schedule B to be included in a regular Council agenda, when requesting reimbursement for expenses incurred in accordance with 4.1.

5. MEDICAL, DENTAL, AND LIFE INSURANCE BENEFITS

- 5.1** The Mayor shall be eligible for the same medical, dental and life insurance benefits provided to exempt City of Prince George employees.
- 5.2** Councillors shall be eligible for the following medical, dental, and life insurance benefits:
- (a) For injury sustained while and in consequence of performing the usual and necessary duties as Councilor:
 - (i) Accidental Death and Dismemberment Insurance;
 - (ii) Weekly Accident Indemnity; and
 - (iii) Accident Reimbursement Expense.
 - (b) Optional BC MSP, Extended Health and Dental (self paid premiums)

6. TECHNOLOGY ALLOWANCE

- 6.1** Each Councillor shall be provided for their term of office, their choice of either:
- (a) A computing device, including technical support provided by the City of Prince George; or
 - (b) A technology allowance equal to the budget allocated by the City of Prince George for a computing device, excluding technical support provided by the City of Prince George.

Amended by BL8605

- 6.2** A Councillor's selection between the option of a supplied laptop computer or technology allowance as described in section 6.1, is irrevocable for the Councillor's term of office.
- 6.3** Computer equipment purchased by the Councillor with a technology allowance must be compatible with any system used by the City of Prince George for the provision of electronic agendas and communication with Council, including any security software or devices necessary to access electronic agendas.

7. TRIENNIAL REVIEW

- 7.1** A review of Mayor and Councillor remuneration, benefits, and expense reimbursement in comparison to peer municipalities shall be conducted by an advisory committee comprised of members of the public by the second quarter of the last year of each Council's term.

Amended by BL8605

7.2 The peer municipalities to be considered for the purposes of the triennial review will include:

- (a) City of Chilliwack;
- (b) City of Kelowna;
- (c) District of Saanich;
- (d) Langley Township;
- (e) Corporation of Delta;
- (f) City of Kamloops;
- (g) District of North Vancouver;
- (h) City of Nanaimo; and
- (i) City of Victoria.

Amended by BL8605

READ A FIRST TIME THIS THE **26th** DAY OF MARCH , 2012.

READ A SECOND TIME THIS THE **26th** DAY OF MARCH , 2012.

READ A THIRD TIME THIS THE **26th** DAY OF **MARCH** , 2012.

First three readings passed by a **unanimous** decision of members of City Council present and eligible to vote.

ADOPTED THIS THE **16th** DAY OF **APRIL** , 2012, BY A **UNANIMOUS** DECISION OF ALL MEMBERS OF CITY COUNCIL PRESENT AND ELIGIBLE TO VOTE.

Shari Green
MAYOR

Walter Babicz
CORPORATE OFFICER

Appendix "A"

Amended by BL8605

SCHEDULE "B" to BYLAW NO. 8414, 2012 TRAVEL CLAIM – COUNCIL MEMBERS (See Explanatory Notes)		BATCH # _____	
		DOCUMENT # _____	
Name		EMPEXP #	
Purpose of Travel		SUPPLIER #	
Date (s) of Travel		TAX EXP CODE	
Places of Travel		TAX RATE/AREA	
		INV DATE	
	TOTAL	(Acc Payable Only)	
		HST PAID	HST CLAIMED
1) Mileage _____ KM @ _____	\$		5/105
*** Rate as per Canada Revenue Agency Automobile Allowance Rate***	\$		12/112
2) Equivalent Air Fare From Prince George to: _____	\$		12/112
3) Per diem (includes incidentals) : _____ days @ \$75.00	\$		12/112
Less Meals Not Taken (explain)	\$(_____)		12/112
4) Meals _____ breakfast @ \$15.00	\$		12/112
_____ lunch @ \$20.00	\$		12/112
_____ dinner @ \$25.00 (note: claim either in category 3 or 4, but <u>not</u> both)	\$		12/112
5) Hotel (attach receipts)	\$		
6) Car Rental (attach receipts)	\$		12/112
7) Taxi/Bus Fares (attach receipts)	\$		12/112
8) Airport Parking (attach receipts)	\$		12/112
9) Other - Specify (attach receipts)	\$		12/112
10) Travel advance requested (claimant agrees to repay advance in full within 30 days) 12.1468	\$		
TOTAL	\$	\$	\$
LESS ADVANCES RECEIVED			
AMOUNT DUE (REFUND)			
Business Unit _____			
Certified Correct: _____ (Signature of Claimant)		Approved: _____ (Authorized Signatory)	
CHECKED:	ENTERED:	REVIEWED:	

EXPLANATORY NOTES

- 1) Equivalent Air Fare - If claiming equivalent air fare, claims for meals and accommodation are limited to the amounts that would have been claimed if travel had been by air.
- 2) If travel is for less than a 24 hour period, meals are to be claimed under Section 4.
- 3) You may claim under section 3 for each 24 hour period. The cost of meals not taken (for example, meals provided as part of a conference or course and covered in the registration fee) is to be based on the amounts shown in part 4.
- 4) Receipts – where a receipt is required, it must be an original clearly showing the amount paid. In the case of hotel/motel payments, a detailed invoice from the hotel/motel showing the costs incurred is required. Except for public transit, the receipt must show the date of payment.