



**VILLAGE OF
HARRISON HOT SPRINGS
POLICY**

COUNCIL	POLICY NO. 1.16
COUNCIL REMUNERATION AND EXPENSE ALLOWANCE	DATE ADOPTED: February 20, 2012 AMENDMENTS: November 5, 2012 March 4, 2013 February 18, 2020 October 5, 2020 May 1, 2023

1. PURPOSE

The purpose of this policy is to establish the terms and conditions for Council remuneration and travel expenses pursuant to the Community Charter.

Where feasible and practical all expenses incurred will represent the most economical cost to the Village.

2. DEFINITIONS

“Councillor” means Mayor and Council unless otherwise stated in this policy.

3. REMUNERATION

- a. The remuneration for the Mayor shall be \$41,691 (2023) per year; plus an annual cost of living adjustment be tied to the Annual BC Consumer Price Index. The cost of living adjustment shall be applied on January 1st on an annual basis commencing January 1, 2023.
- b. The remuneration for Councillors shall be \$20,846 (2023) per year; plus an annual Cost of Living Adjustment be tied to the Annual BC Consumer Price Index. The cost of living adjustment shall be applied on January 1st on an annual basis commencing January 1, 2023.

4. EXPENSE ALLOWANCE

- a. Councillors’ expenses shall not exceed the budget allocation contained in the annual budget without the approval of Council.
- b. Councillors are entitled to the reimbursement of expenses, as outlined in the policy, which are incurred while they are travelling on approved Village business or attending authorized events, conferences or seminars. Approved Village business and expenses shall be limited to events described under Section 9 of this policy as well as the attendance of meetings or events where they have been assigned or invited by the Mayor to represent the Village or authorized by resolution of Council.

5. TRAVEL AND TRANSPORTATION

- a. The use of personal vehicles will be reimbursed at the rate of set out by the Province of BC Ministry of Finance Travel Policy.
- b. Councillors will be reimbursed for automobile insurance costs for the difference between the cost of “pleasure use” and the cost of “business use” if the use of their personal automobile for municipal purposes is beyond “pleasure use.”
- c. air travel will be based on economy air fare (receipt required).
- d. public transportation will be reimbursed at actual cost (receipt required).
- e. car rental will be reimbursed at actual cost (receipt required). If the Councillor wishes to use a car rental in lieu of his/her personal vehicle, reimbursement will not exceed the amount as if the personal vehicle was used for the trip.
- f. Parking will be based on standard public parking rates (receipts are required). Fees for enhanced parking services such as valet parking will be the responsibility of the Councillor.

6. ACCOMMODATIONS

- a. Council members are entitled to the cost of overnight accommodation when travelling on approved Village business and when they are unable to return home on the same day.
- b. Where possible rooms will be booked in advance and will be based on a basic standard room available to the general travelling public, except, in the case where three or more Council members attend, one (1) suite will be booked to accommodate a meeting room for Council if required
- c. If a Councillor wishes to upgrade their accommodations they will be responsible for any costs incurred for the upgrade.
- d. If a Councillor books their own accommodation, a receipt will be required and the reimbursement will be based on the rate for a standard room.
- e. Where a Councillor provides his/her own accommodation by RV, friends or relatives they will be reimbursed at the rate of \$25.00 per night.

7. MEALS

Where Councillors are outside of the community during regular meal times on approved Village business, and meals are not otherwise provided, Councillors will be reimbursed for meals at the following rates:

Breakfast	\$30.00
Lunch	\$40.00
Dinner	\$50.00

8. ENTERTAINMENT EXPENSES

- a. Where the Mayor, or a Councillor authorized by Council, is required to entertain “official visitors” to the Village, the Mayor and/or Councillor will be entitled to reimbursement of actual costs.
- b. Where the mayor or a Councillor attends a function or event in an official capacity any expenses associated with their attendance will be paid by the Village.

9. CONFERENCES AND PROFESSIONAL DEVELOPMENT

- a. Councillors are authorized to attend the Lower Mainland Local Government Association events, including CivX, and the Union of British Columbia Municipalities Annual Convention or the Federation of Canadian Municipalities Conference.
- b. Councillors are authorized to attend professional development opportunities presented by the Local Government Leadership Academy.
- c. The Mayor or his designate is also authorized to attend the Federation of Canadian Municipalities Conference.
- d. Councillors may be eligible for reimbursement for other training or professional development opportunities which are related to their responsibilities as an elected representative of the Village, subject to the approval of Council.
- e. All expenses which are eligible for reimbursement under this policy shall be subject to the funds approved in the annual budget allocation and not to exceed the annual budgeted allocation of \$5,200 (2023).

10. PER DIEM ALLOWANCE

- a. The per diem allowance is recognized as a “nuisance cost” to the Councillor who is required to be away from their residence for a prolonged period of time.
- b. Per diem allowances are paid without deduction and subject to the following conditions:

a. for any event scheduled longer than 6 hours outside of the Village boundaries	\$50 per day
b. for any event scheduled outside the province	\$100 per day

- c. Travel time is included in the calculation for entitlement.

11. CELL PHONE

- a. Council will be given a monthly allowance for cell phone usage in the amount of \$50.00.

12. ANNUAL ELECTRONIC ALLOWANCE

- a. The Village will provide a laptop computer or an annual allowance of up to \$1000 for an eligible electronic device. Councillors will receive reimbursement upon submission of a sales receipt for the following eligible devices:
 - Laptop Computer
 - Tablet
 - Personal Computer
 - Monitor
 - Printer
 - Smartphone

13. GENERAL

- a. Councillors will be required to submit expense claims with receipts as appropriate, and certify that their claim is submitted in accordance with this policy.
- b. Alcohol is not an eligible expense.
- c. The Village will reimburse such expenses as are described in this policy. Additional costs will be the responsibility of the Councillor.
- d. Council members are eligible to receive extended health and dental coverage through the municipality.
- e. Council members who sit on outside agencies/government boards/councils/committees as a representative of the Village of Harrison Hot Springs may receive a stipend/honorarium from that organization.