

**City of Chilliwack**

**Bylaw No. 4606**

**A bylaw to provide for benefits, remuneration  
and expenses of Members of Council**

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Council of the City of Chilliwack in open meeting assembled, enacts as follows:

1. This bylaw may be cited as “**Council Remuneration and Expense Bylaw 2018, No. 4606**”.
2. “Council Expense Bylaw 2000, No. 2678” and amendments thereto are hereby repealed.

**Interpretation**

3. In this bylaw  
“Benefits” means those benefits available to City employees under various group plans and insurance policies, or others as approved by Council;  
“City” means City of Chilliwack;  
“City Business” shall include but not be limited to attending meetings, courses and conferences respecting municipal government business;  
“Council” means the Council of the City of Chilliwack;  
“Expenses” shall include but not be limited to actual costs incurred for out of town meals, accommodation, entertainment, gratuities, public transit, taxis, parking, beverages, telephone and related miscellaneous charges; Items not eligible for reimbursement include, traffic fines or parking tickets, vehicle repair or accident costs, lost wages, child care, transportation costs within Chilliwack, costs reimbursed by another organization or source, spousal or partner expenses, optional room upgrades, charitable event fees, service club fees, and local meals. (AB#4755)  
“Mayor” means the Mayor of the City of Chilliwack;  
“Member” means all Members of Council for the City of Chilliwack.

**Remuneration**

4. Members will be entitled to the remuneration as shown in Schedule “A” attached hereto and forming part of this bylaw.
5. All remuneration shall be paid from *general* revenue of the City. (AB#4755)
6. The annual remuneration shall be paid equally over twenty-six (26) pay periods pursuant to the provisions and policies of the City’s payroll system.

**BENEFITS**

7. The City is hereby authorized to enter into agreements for benefits for Members, spouse/partner and their dependants.
8. Participation in any or all of the benefit plans shall be at the Member’s option.
9. The City shall be responsible for the full cost of premiums for the Member as charged to the City. Members shall be responsible for the cost of spouse/partner and dependent coverage. Should a member not wish to join the City’s benefit plan, they will be entitled to a monthly benefit allowance of \$178.00. (AB#4755)
10. Accident insurance coverage to an amount of \$200,000.00 shall be extended to all Members, and the cost of such coverage will be paid by the City. (AB#4755)

**EXPENSES**

11. Members of Council are entitled to monthly technology allowances of \$55.00 for a mobile phone, \$35.00 for a personal computer, and \$65.00 for internet connection.
12. Members of Council may attend Federation of Canadian Municipalities (FCM), Union of BC Municipalities (UBCM) and Lower Mainland Local Government Association (LMLGA) conventions, conferences and seminars. Should Council Members desire to attend other conferences considered directly related to their duties on Council, for expediency, the Mayor may approve the conference attendance. Alternately, the Member may bring the request to all of Council. Travel and accommodation arrangements for conventions will be coordinated by the Executive Assistant to the Mayor and Council.
13. *When a member of Council incurs expenses while representing the City out of town, the Member shall be entitled to a maximum daily meal and beverage reimbursement equal to \$100.00 with supporting detailed receipts. The daily reimbursement is calculated as follows:*

	<i>Reimbursement</i>
<i>Breakfast</i>	<i>\$20.00</i>
<i>Lunch</i>	<i>\$30.00</i>
<i>Dinner</i>	<i>\$50.00</i>
<b><i>Total</i></b>	<b><i>\$100.00</i></b>

*Should a meal be included as part of an event or paid for by a third party, the daily reimbursement would be reduced as per the above table. The maximum daily reimbursement can be exceeded by the incremental cost of a banquet dinner. Should a meal be less than the above maximum reimbursement amount, other meals can be higher provided the overall daily reimbursement is not exceeded. (AB#4755)*

14. Members of Council who wish to be appointed as Directors on the Federation of Canadian Municipalities Board will request the support of Council annually. At that time Council will receive an estimated budget amount related to the incremental cost.

15. Members of Council who attend annual RCMP, Fire, Chilliwack Downtown Business Improvement Association (BIA) or Chamber of Commerce events will be reimbursed for the event fee. On occasion (such as the entertainment of guests from other governments) additional expenses will be reimbursed to promote the interests of the City at the discretion of the Mayor. Receipts must be initialled by the Mayor.
16. While attending conferences, Members of Council are authorized to incur, and shall be entitled to reimbursement of, expenses (with the exception of alcohol) for the entertainment of guests of the City or to promote the interests of the City, with these expenditures being subject to the daily per meal reimbursement limits per guest. Detailed receipts must be submitted, with guest names and organization, along with the purpose of the meeting itemized. Receipts must be initialled by the Mayor. (AB#4755)
17. Expenses shall be approved for the minimum level of service available at the time of the booking or use. If Members wish to upgrade the level of service, they shall be responsible for the difference in cost.
18. Expense claims will be submitted to the Director of Finance for reimbursement. The Director will reimburse to the extent the submission is within the parameters of this Bylaw.
19. Effective January 1, 2023, and at the beginning of each term of Council, expense allowance amounts will be adjusted to the nearest dollar by the Consumer Price Index of British Columbia over the prior term. (AB#4755)
20. Members will report to Mayor and Council regarding conferences attended.
21. *The City will annually report expenditures incurred by Members of Council.* (AB#4755)

#### **TRAVEL**

22. Members will be reimbursed cost of travel as follows:
  - (1) Use of Personal Vehicle – For travel outside the City, Members shall be entitled to the mileage allowance as provided for in Policy Directive No. C-10.
  - (2) Air Travel – Members shall be authorized to travel by economy or equivalent class.
  - (3) Public Transportation – Members shall be authorized to use other modes of public transportation and shall be entitled to reimbursement of actual cost, to a maximum of the lesser of mileage allowance or economy airfare.
  - (4) Other Items – If a Member is required to cancel or amend travel plans in the City’s interest, incremental costs will be reimbursed with documented justification. Receipts must be initialled by the Mayor. If a member cancels a trip or event for personal reasons, or incurs additional expenses for changes incurred for personal reasons, they will be responsible for any incremental expenses. Should a Member extend a trip for personal reasons, incremental costs will not be reimbursed.

23. Travel must be undertaken in the most cost effective manner, and where economy airfare is less than mileage allowance, the Member shall only be entitled to payment of the economy airfare rate in lieu of the mileage allowance.

**SEVERABILITY**

24. If any portion of this Bylaw is held invalid by a Court of competent jurisdiction, then that invalid portion shall be severed and the remainder of this Bylaw shall be deemed to have been adopted without the severed portion.

Received first and second reading on the 18<sup>th</sup> day of September, 2018.

Received third reading on the 18<sup>th</sup> day of September, 2018.

Received adoption on the 2<sup>nd</sup> day of October, 2018.

Amendment Bylaw No. 4755 adopted on the 3<sup>rd</sup> day of December, 2019.

“Sharon Gaetz”

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Mayor

“Jacqueline Morgan”

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Corporate Officer

**Schedule "A"**

**City of Chilliwack  
Council Remuneration**

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**1.** *The remuneration paid to the Mayor shall be:*

- (1) *\$118,486.54 per annum; and,*
- (2) *commencing January 1, 2020, and in the first, second, and third year of each term of Office thereafter, said remuneration shall be increased by an amount equivalent to the annual rate of change as adjusted by the Consumer Price Index, British Columbia, over the previous 12 months provided that the rate is greater than zero; and,*
- (3) *in the fourth year of Office, by an amount equivalent to the average of 10 similarly sized local governments by population,*

*in the last year of office, shall be increased by an amount equal to 2 weeks remuneration for each year of service, to a maximum of 18 weeks.*

**2.** *The remuneration paid to Members of Council shall be:*

- (1) *\$42,571.13 per annum; and,*
- (2) *commencing January 1, 2020, and in the first, second, and third year of each term of Office thereafter, said remuneration shall be increased by an amount equivalent to the annual rate of change as adjusted by the Consumer Price Index, British Columbia, over the previous 12 months provided that the rate is greater than zero; and,*
- (3) *in the fourth year of Office, by an amount equivalent to the average of 10 similarly sized local governments by population.*

**3.** *Members of Council appointed to the position of Acting Mayor shall receive additional remuneration equal to 10% of the Mayor's remuneration for the period of their appointment.*

**4.** *A Member of Council appointed to the position of Alternate Acting Mayor, for administrative purposes, to act in certain circumstances when the Mayor and Acting Mayor are unavailable, shall receive additional remuneration equal to 2% of the Mayor's annual remuneration.*

(AB#4755)