



RCRS Secondary:	GOV-02	Effective Date:	2016-MAR-21
Policy Number:	COU-200	Amendment Date/s:	2016-APR-04 COUNCIL 2016-MAY-02 COUNCIL 2018-DEC-17 COUNCIL 2019-JAN-21 IC COUNCIL 2022-MAY-16 COUNCIL
Title:	Council Spending and Amenities Policy	Repeal Date:	
Department:	CAO Office/Finance	Approval Date:	2016-MAR-21 COUNCIL

PURPOSE:

To establish governance and control parameters regarding expenditure for and by elected officials. The Policy is intended to:

- provide a consistent oversight process for expenditure for and by elected officials;
- protect the interests of taxpayers by ensuring the City obtains the best value for its money.

DEFINITIONS

N/A

SCOPE

1. Responsibilities

- 1.1 Council to:
 - i. approve this policy;
 - ii. approve future amendments to this policy.
- 1.2 Mayor to:
 - i. review and approve expenditures incurred by the Acting Mayor;
 - ii. bring forward future amendments to this policy for Council's consideration.
- 1.3 Acting Mayor to:
 - i. review and approve expenditures incurred by the Mayor and other Councillors;
 - ii. bring forward future amendments to this policy for Council's consideration.
- 1.4 Chief Administrative Officer:
 - i. support elected officials by reviewing requests to expend funds;
 - ii. review and approve administrative procedures and guides that support efficient response to elected official spending requests.
- 1.5 Director of Finance to:
 - i. Support elected officials by reviewing requests to expend funds;
 - ii. provide an accounting report of elected official spending on a quarterly basis;
 - iii. develop administrative procedures and guides that support efficient response to elected official spending requests.

Authority to Act: Retained by Council with some delegation to Staff.

POLICY

The City of Nanaimo (the City) will establish transparent spending management practices in providing tools and amenities to its elected officials.

This policy shall be reviewed in 3 years from its effective date to determine its effectiveness and appropriateness. This policy may be assessed before that time as necessary to reflect organizational change.

PROCESS

Application of Policy

The Policy applies to:

- Council remuneration;
- attendance at in-town or out-of-town meetings;
- training and development;
- expense reimbursement;
- legal fees;
- association fees and membership dues;
- provision of certain equipment and furniture to Elected Officials such as the following:
 - i. office Equipment;
 - ii. cellular phones and related plan features;
 - iii. internet plans;
- Council initiatives.

2. Council Remuneration

- 2.1. **Base Pay Rate** - Mayor and Council will be compensated at the median rate of twelve comparable municipalities. Such list of comparable municipalities are the six above and six below the City's population. The list of comparable municipalities will be updated at the beginning of each Council term.

Council's base salaries be adjusted to compensate net pay for the 1/3 tax exemption effective 2019-JAN-01.

Annually, the BC Annual Percent Consumer Price Index will be applied to Mayor and Council's base rate of pay based on the prior year's base compensation amount, to a maximum of 2% per year.

- 2.2 **Acting Pay Rate** – The Acting Mayor will be provided acting pay at a rate of 10% of the Mayor's base compensation.
- 2.3 **Medical Benefits** – Council will be afforded the same level of benefits as those provided to management.

Note: Section 2.4 to take effect October 15, 2022

2.4 **Code of Conduct Breach** - Where a member of Council has been found by an Ethics Commissioner or Ad Hoc Commissioner to have breached the Code of Conduct Bylaw No. 7348, as amended or replaced from time to time, the remuneration to which the member of Council would otherwise be entitled to under this Policy, shall be adjusted in accordance with the following:

- i. where the member of Council has been found to have breached the Bylaw for a first time, the remuneration to which the member of Council would otherwise be entitled to under this Policy shall be reduced by 10%, for a period of 12 months from the date of the breach;
- ii. where the member of Council has been found to have breached the Bylaw for a second time, the remuneration to which the member of Council would otherwise be entitled to under this Policy shall be reduced by 15%, for a period for 12 months from the date of the breach;
- iii. where the member of Council has been found to have breached the Bylaw for a third or subsequent time, the remuneration to which the member of Council would otherwise be entitled to under this Policy shall be reduced by 25%, for a period of 12 months from the date of the third or subsequent breach;
- iv. for certainty, where a Council member has been found to have breached the Bylaw more than once in a 12-month period, the reductions in the remuneration to which the member of Council would otherwise be entitled to under this Policy shall be cumulative for any period of overlap in the duration of each reduction (e.g., if a member of Council is found to have breached the Bylaw on January 1 of a calendar year, and is subsequently found to have breached the Bylaw again on July 1 of that year) the remuneration to which the member of Council would otherwise be entitled to under this Policy shall be reduced by 10% from January 1 to June 30th of that year, by 25 % from July 1 to December 31 of that year, by 15% from January 1 to June 30 of the following year, and thereafter be fully reinstated.

3. Attendance at In-Town or Out-of-Town Meetings

- 3.1 **In-Town Meetings** – Elected Officials are authorized to attend in-town meetings as they deem appropriate.
- 3.2 **Out-of-Town Meetings** – Elected Officials are authorized, to attend the following out-of-town meetings as applicable and as they deem appropriate:
 - i. Federation of Canadian Municipalities (FCM) conventions;
 - ii. Union of BC Municipalities (UBCM) conventions;
 - iii. Association of Vancouver Island and Coastal Communities (AVICC) conventions;
 - iv. Those members of Council who are official Council representatives to Executive Boards or official subcommittees of bodies such as FCM, UBCM and AVICC are authorized to attend.
- 3.3 The Mayor and Acting Mayor may attend emergency meetings on behalf of the City.
- 3.4 Members of Council may, without prior approval of Council, attend meetings and seminars related to municipal government that are within Canada and the costs are within the Council approved budget.

3.5 Any out-of-town travel other than provided for in 3.2 through 3.4 above, will require prior approval by Council.

4 Training and Development

Mayor and Council may undertake training and development courses subject to budget availability and travel approval provided in Section 3 – In-Town and Out-of-Town Meetings of this policy as applicable.

5. Expense Reimbursements

5.1 Mayor and Council will be afforded the same expense reimbursement and per diem as provided to all employees of the City.

5.2 Mayor and Council will be allocated up to \$1,000 each for travel, hospitality and conference activities directly related to City business and the office of a Council member.

5.3 Mayor and Council members must deliver a report on their activities to Council as soon as practicable.

5.4 Up to \$3,000 for the Federation of Canadian Municipalities annual conference; \$2,500 for the Union of BC Municipalities annual conference; and, \$1,000 for the Association of Vancouver Island & Coastal Communities annual conference will be allocated for each approved member of Council to attend these conferences.

6. Legal Fees

Council to bring forward conflict of interest issues on an as-needed basis.

7. Association Fees, Membership Dues and Publication Subscriptions

The City of Nanaimo will pay for association fees, membership dues and publication subscriptions at the request of an individual Councillor provided such membership or publication is in local government in North America.

8. Office Equipment and Furniture

8.1 Office Equipment – The City of Nanaimo shall provide each Councillor upon request, a filing cabinet to store City files at their residence.

8.2 The City of Nanaimo will provide each Councillor telecommunications and other equipment such as laptop, printer/scanner/copier/fax, and smartphone that meets their individual needs and expectations in fulfilling their duties.

8.3 Retiring members of Council may purchase items provided in 8.1 and 8.2 at a depreciated value over four years.

8.4 The City will pay a monthly allowance for internet services at a Councillor's home for City business and such an allowance will not be taxed.

8.5 The City will pay an amount equivalent to the cost for service for a City issued cellular phone service to a Councillor who chooses to use a personal cellular phone service.

9. Council Initiative

9.1 The City will allocate contingency funds for Council initiatives within each annual budget.

9.2 Commitment of funds provided in 9.1 shall be through a Council resolution.

RELATED DOCUMENTS:

N/A

REPEAL/AMENDS:

N/A