



CITY OF NANAIMO
THE HARBOUR CITY
COUNCIL POLICY MANUAL

Section:	Administration	1
Subsection:	Council - General	0530
Title:	Council Spending and Amenities Policy	05

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.

REASON FOR POLICY

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.

AUTHORITY TO ACT

Retained by Council with some delegation to Staff.

PROCEDURE

1. Responsibilities

- 1.1 Council to:
 - 1.1.1 approve this policy;
 - 1.1.2 approve future amendments to this policy.
- 1.2 Mayor to:
 - 1.2.1 review and approve expenditures incurred by the Acting Mayor;
 - 1.2.2 bring forward future amendments to this policy for Council's consideration.
- 1.3 Acting Mayor to:
 - 1.3.1 review and approve expenditures incurred by the Mayor and other Councillors;
 - 1.3.2 bring forward future amendments to this policy for Council's consideration.

- 1.4 Chief Administrative Officer:
 - 1.4.1 support elected officials by reviewing requests to expend funds;
 - 1.4.2 review and approve administrative procedures and guides that support efficient response to elected official spending requests.
- 1.5 Director of Finance to:
 - 1.5.1 Support elected officials by reviewing requests to expend funds;
 - 1.5.2 provide an accounting report of elected official spending on a quarterly basis;
 - 1.5.3 develop administrative procedures and guides that support efficient response to elected official spending requests.

2. Application of Policy

- 2.1 The Policy applies to:
 - 2.1.1 Council remuneration;
 - 2.1.2 attendance at in-town or out-of-town meetings;
 - 2.1.3 training and development;
 - 2.1.4 expense reimbursement;
 - 2.1.5 legal fees;
 - 2.1.6 association fees and membership dues;
 - 2.1.7 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;
 - 2.1.8 Council initiatives.

3. Council Remuneration

- 3.1 **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.
- 3.2 **Acting Pay Rate** – The Acting Mayor will be provided acting pay at a rate of 10% of the Mayor's base compensation. (2016-APR-04, 2016-MAY-02)
- 3.3 **Medical Benefits** – Council will be afforded the same level of benefits as those provided to management.

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

- 4.1 **In-Town Meetings** – Elected Officials are authorized to attend in-town meetings as they deem appropriate.
- 4.2 **Out-of-Town Meetings** – Elected Officials are authorized, as approved by resolution to attend the following out-of-town meetings as applicable and as they deem appropriate:
 - i. Federation of Canadian Municipalities (FCM) conventions and other meetings;
 - ii. Union of BC Municipalities (UBCM) conventions and other meetings; and,
 - iii. Association of Vancouver Island and Coastal Communities (AVICC) conventions and other meetings.

4.3 The Mayor and Acting Mayor may attend out-of-town emergency meetings on behalf of the City upon pre-notification of Council via email and provide a report at the next Council meeting.

4.4 Any travel other than provided for in 4.2 or 4.3 above, will require prior approval by Council.

5. Training and development

5.1 Mayor and Council may undertake training and development courses subject to budget availability and travel approval provided in Section 4 – In-Town and Out-of-Town Meetings of this policy as applicable.

6. Expense Reimbursements

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

6.2 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. *(2016-MAY-02)*

6.3 Mayor and Council members must deliver a report on their activities to Council as soon as practicable. *(2016-MAY-02)*

6.4 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. *(2016-MAY-02)*

7. Legal Fees

7.1 Council, by resolution, may approve paying legal fees for a Councillor on a matter arising from a decision of Council subject to a dollar value limit at the discretion of Council.

7.2 Conflict of Interest Opinions – Council will provide a budget allocation per Councillor per year to cover the cost for each individual Councillor to secure an opinion whether they are in a conflict of interest on a matter before Council. Such expenditure will be pre-approved by the Chief Administrative Officer. This will be treated as a taxable benefit to the benefiting Councillor.

7.3 Opinions secured through provisions of 7.2 above remain the property of the individual Councillor and the Councillor may release individual opinions at their discretion to Council or members of the public.

7.4 Council may, through resolution, direct for a legal opinion on a perceived or actual conflict of interest should an individual Councillor not take advantage of provisions of 7.2 above.

8. Association Fees, Membership Dues and Publication Subscriptions

8.1 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.

9. Office Equipment and Furniture

- 9.1 Office Equipment – The City of Nanaimo shall provide each Councillor upon request, a filing cabinet to store City files at their residence.
- 9.2 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.
- 9.3 Retiring members of Council may purchase items provided in 9.1 and 9.2 at a depreciated value over four years.
- 9.4 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.
- 9.5 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.

10. Council Initiative

- 10.1 The City will allocate contingency funds for Council initiatives within each annual budget.
- 10.2 Commitment of funds provided in 10.1 shall be through a Council resolution.

Date:	2016-MAR-21	Approved by:	Council
1. Amendment Date:	2016-APR-04	Approved by:	Council
2. Amendment Date:	2016-MAY-02	Approved by:	Council