

## ATTACHMENT A



<b>RCRS Secondary:</b>	GOV-02	<b>Effective Date:</b>	2016-MAR-21
<b>Policy Number:</b>	COU-200	<b>Amendment Date/s:</b>	2016-APR-04 COUNCIL 2016-MAY-02 COUNCIL 2018-DEC-17 COUNCIL 2019-JAN-21 IC COUNCIL 2022-MAY-16 COUNCIL 2023-JUN-05 COUNCIL
<b>Title:</b>	Council Spending and Amenities Policy	<b>Repeal Date:</b>	
<b>Department:</b>	CAO Office/Finance	<b>Approval Date:</b>	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.
- 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 30<sup>th</sup> 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. Conferences, Training and Development

- 3.1 a) Mayor and Council are authorized to attend the following conferences:
  - i) Federation of Canadian Municipalities (FCM);
  - ii) Union of BC Municipalities (UBCM);
  - iii) Association of Vancouver Island Coastal Communities (AVICC); and
  - iv) State of the Island Economic Summit (Vancouver Island Economic Alliance).
- b) 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.
- 3.2 Budgets for 3.1 (a) and (b) will be determined each year based on the current year's registration fees and location of the conference.
- 3.3 Mayor and Council will be allocated up to \$1,000 each to cover registration and travel costs associated with attending:
  - (i) training and development activities or seminars related to City business; or
  - (ii) municipal conferences (other than those provided for in section 3.1).
- 3.4 Any out-of-town travel, other than provided for in section 3.1 or 3.4 will require prior approval by Council.

4. Attendance at In-Town Sponsored Networking and Appreciation Events

4.1 Mayor and Council will be allocated up to \$750 each to attend in-town sponsored networking and appreciation events, achievement award ceremonies, etc. as they deem appropriate.

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 through the Travel Expense Policy.

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 The City of Nanaimo will provide each Councillor with equipment such as a laptop, printer/scanner and smartphone that meets their individual needs in order to fulfill their duties.

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

8.3 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.

8.4 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 Strategic Infrastructure Reserve Fund can be used to fund Council initiatives.

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

**RELATED DOCUMENTS:**

Travel Expense Policy ADM-095

**REPEAL/AMENDS:**

N/A