

		POLICY AND PROCEDURE MANUAL	
Category: Administrative Services	Number: ADM.06(C)	COUNCIL REMUNERATION AND EXPENSES	
Type:	Authority:	Approved By:	
<input checked="" type="checkbox"/> Policy <input type="checkbox"/> Procedure	<input checked="" type="checkbox"/> Council <input type="checkbox"/> Administrative	<input checked="" type="checkbox"/> Council <input type="checkbox"/> Chief Administrative Officer <input type="checkbox"/> Department Head	
Office of Primary Responsibility: Corporate Administration			
Date Adopted: 2014-04-22	Council Resolution No: RC14/297	Date to be Reviewed: June 2026	
Manner Issued: City Website, email, Pipeline, Council Orientation Package			

BACKGROUND:

The City of Mission is governed by its elected officials, a Mayor and six (6) Council members (Council), who serve at the will of the community. This public service role requires a tremendous time commitment as well as personal sacrifice and dedication, which often comes at the expense of other personal interests and priorities. As such, the City aims to provide a fair and equitable level of Remuneration for Council members and to reimburse Council members for all reasonable Expenses incurred while undertaking municipal business.

PURPOSE:

The purpose of this Policy is to establish an objective and fair system for determining Remuneration levels and Expense reimbursements for elected officials at the City of Mission.

POLICY:

1. Definitions:

“**Chief Administrative Officer**” means the individual appointed by Council to the position of Chief Administrative Officer (or his/her designate) as the head of Administration.

“**City**” means the City of Mission.

“**Council**” means the duly elected officials of the City, those being the Mayor and Councillors.

“**Expense(s)**” means expenses incurred by Council members while undertaking municipal business including but not limited to course fees, conventions costs, meal expenses and travel costs.

“**Remuneration**” means any form of salary/indemnity and benefits paid to or on behalf of Council members.

2. Remuneration

- a) The City will undertake a comparative process for establishing Remuneration for Council members, which includes the types of benefits that Council members will be entitled to. This system will be based on comparisons with other like communities, in terms of

population, total operating expenditure budgets, total assessed property values, and the assessment/property tax mix, e.g. the degree of residential versus non-residential assessments and property taxes. Population shall be the first and primary filter in choosing the initial comparators, with the other factors being used to re-affirm the final selected comparators.

- b) The detailed comparative analysis shall be undertaken every four (4) years before the general election and the results will be presented to the incumbent Council. The comparative analysis will take into account total Remuneration [both salaries and benefits (e.g. medical, life insurance, extended health benefits, vehicle allowances, etc.)], within the chosen comparators.
- c) The Chief Administrative Officer will identify proposed comparator local government organizations well before the general election, as per the criteria noted in 2 a), and bring these organizations forward for Council's approval prior to undertaking the actual comparative analysis.
- d) The proposed Remuneration shall be recommended by the outgoing Council in advance of the general election, with the view of applying these new Remuneration levels to the newly elected officials once in office and once re-affirmed by the new Council.
- e) Any recommendations for Remuneration are intended to apply to the new incoming Council starting on the date of inauguration. The Mayor's annual salary shall be set at \$96,491.00 and individual Councillors' salaries will be set at 50% of the Mayor's annual salary.
- f) Every year, the average of the preceding three years of the Vancouver Consumer Price Indices - All Items will be used to adjust both the Mayor's and Councillor's salary at the beginning of each calendar year. The minimum increase to be provided will be 1% and the maximum will be 5% regardless of the amount of the three-year average.
- g) The level of Remuneration recommended for the Mayor and each Councillor will be the average of the Remuneration (exclusive of any benefits) results from the chosen comparator local government organizations. In the event that the average is less than the current level of Remuneration (exclusive of any benefits), no increases or decreases will be recommended.
- h) The City will also offer Medical Services Plan, Extended Health and Dental Benefit coverage to the Mayor and Council members at the same level of coverage offered to Exempt Employees, with all premiums for the elected official and their dependents paid 100% by the City. Optional life insurance coverage will be available for purchase by the individual elected official.

3. Expenses

- a) Expenses for Members of Council that are related to travel to attend meetings, courses and conferences will be reimbursed as per Council and Employee Travel. Course and Conference Expenses ADM.05(C) Policy provided sufficient budget exists.
- b) The City will also pay for taxi fares for any Mayor or Councillor who has restricted mobility in order to attend City meetings. This reimbursement will not be considered part of a Council member's non-taxable allowance for expenses incidental to the discharge of their duties of office.

RELATED POLICIES, PROCEDURES, AGREEMENTS AND/OR BYLAWS:

Council and Employee Travel, Course and Conference Expenses ADM.05(C)

*** END OF POLICY ***

RECORD OF AMENDMENTS/REVIEW

<u>Policy #</u>	<u>Date Adopted</u>	<u>Date Reviewed</u>	<u>Amended (Y/N)</u>	<u>Date Reissued</u>	<u>Authority (Resolution #)</u>
ADM.06(C)	April 22, 2014	June 4, 2018	Yes	June 4, 2018	RC18/309
ADM.06(C)		July 4, 2022	Yes	July 4, 2022	RC22-322 / RC22-323
ADM.06(C)		July 17, 2023	Yes	July 17, 2023	C2023-147
ADM.06(C)		Aug 19, 2024	Y	Aug 19, 2024	RC24-416