



TOWN OF LAKE COWICHAN

BYLAW NO. 1126 - 2025

COUNCIL REMUNERATION, EXPENSES, AND TRAINING AND DEVELOPMENT

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DRAFT

## 1. STATUTORY AUTHORITY

- a. **WHEREAS** section 12 of the *Community Charter (SBC 2003, c 26)* provides that a municipal bylaw may make different provisions for different areas, times, conditions, or circumstances as described by bylaw; and
- b. **WHEREAS** section 122 of the *Community Charter (SBC 2003, c 26)* provides that Council may only exercise its authority by resolution or bylaw;
- c. **NOW THEREFORE** the Council of the Town of Lake Cowichan, in open meeting assembled, hereby enacts as follows:

## 2. PURPOSE

- a. The purpose of this bylaw is to establish a fair and transparent framework for Council remuneration, including eligibility for business-related expense recovery, access to training and professional development, and automatic periodic adjustments. These measures ensure that Council compensation remains equitable, responsible, and aligned with municipalities of comparable size and character.

## 3. TITLE

- a. This bylaw may be cited as “Council Remuneration, Expenses, and Professional Development Bylaw, Bylaw No. 1126 – 2025”.

## 4. DEFINITIONS

- a. In this bylaw, the terms or phrases outlined below shall have the corresponding meanings:
  - i. **Acting Mayor** – means a member of Council appointed by Council to be responsible for acting in the place of the Mayor when the Mayor is absent for a prolonged period, incapacitated, otherwise unable to act or when the office of the Mayor becomes vacant.
  - ii. **Censure** – means a formal expression of disapproval by Council by resolution in response to conduct by a Member of Council that Council determines is inconsistent with the duties, standards of conduct, or obligations of elected office.
  - iii. **Councillor** – means a person duly elected to the Council of the Town of Lake Cowichan.
  - iv. **Council Expenses** - means the reasonable and necessary costs incurred by a member of Council while conducting the business of the municipality.

- v. **Council Remuneration** – means the compensation provided to Members of Council for fulfilling their official duties, including but not limited to attending Council meetings, internal or external committees or commission meetings, meetings with other orders of governments, agencies, or organizations, community events undertaken in an official capacity, and any other activities or responsibilities carried out as part of the business of the Town.
- vi. **Deputy Mayor** – means a member of Council appointed by the Mayor to fulfill delegated duties of the Mayor for a period prescribed by the Mayor.
- vii. **Member of Council** – means a person duly elected to represent the Town of Lake Cowichan in the Office of the office of Mayor or Councillor.

## 5. GENERAL

- a. The schedules to this bylaw are incorporated by reference and form part of this bylaw.

### b. Responsibilities

- i. Council may, at its discretion, adopt a resolution to amend or replace the schedules attached this bylaw.
- ii. In the event the Mayor is absent, incapacitated or otherwise unable to fulfill the duties of the Office, Council may, as circumstances require, appoint a Member of Council as Acting Mayor to ensure continuity of municipal leadership.
- iii. In the event the Mayor is absent or unable to act for ten (10) consecutive calendar days or more, the Deputy Mayor shall automatically assume the duties of Acting Mayor, unless or until Council directs otherwise by resolution.
- iv. The remuneration provided to an Acting Mayor shall correspond with the remuneration established for the Mayor for the period in which the Acting Mayor assumes those responsibilities.
- v. Members of Council are responsible for exercising prudent judgement and fiscal responsibility when incurring expenses, ensuring that expenditures represent fair value, are necessary for municipal business, and demonstrate stewardship of public resources.
- vi. Members of Council must ensure that all expense claims are accompanied by receipts or other supporting documentation necessary for verification and processing.

- vii. The Chief Administrative Officer is responsible for ensuring the proper implementation of this bylaw.
- viii. The Chief Financial Officer is responsible for ensuring that Council remuneration is processed accurately and on schedule in accordance with established payroll and payable timelines, and statutory requirements.
- ix. The Chief Financial Officer is also responsible for ensuring that all amounts paid to Members of Council are appropriately disclosed in the audited financial statements of the Town.

**c. Public disclosure**

- i. Members of Council are elected officials and are not employees of the municipality. Accordingly, remuneration and expense reimbursements made to Members of Council are disclosable in accordance with applicable legislation.

**d. Remuneration**

- i. All compensation shall be paid out of annual revenues in accordance with this bylaw and any subsequent policies adopted by Council.
- ii. Council remuneration shall be paid in accordance with established payroll cycle of the Town.
- iii. Council reimbursement of business expenses shall be paid in accordance with established accounts payable cycle of the Town.
- iv. In the event that a Member of Council's office becomes vacant, for any reason, the affected Member's remuneration shall be prorated to the date on which the vacancy occurs. No further remuneration, benefits, expenses, or allowances shall be accrued or be payable beyond of the effective date of the vacancy, except as required by law or otherwise expressly provided for in this bylaw.

**e. Expenses**

- i. Eligible expenses include, but are not limited to:
  - 1. Travel costs, including mileage, airfare, ferries, taxis, ride-share services, and transit fares;
  - 2. Accommodation expenses, including hotels or other lodging required for municipal business;

3. Meal expenses incurred while attending meetings, conferences, training, or events on behalf of the municipality;
4. Registration fees for conferences, workshops, seminars, conventions, professional development, and training programs;
5. Official meeting expenses, including costs related to attending meetings with other governments, agencies, Indigenous Nations, community organizations, or stakeholders;
6. Communication expenses, including mobile phone usage, data, and related charges incurred for municipal purposes;
7. Office and administrative supplies required to support Council duties;
8. Technology or equipment necessary to perform Council responsibilities with a maximum of 1 replacement during the Member's term of office;
9. Hosting or protocol expenses, including modest costs associated with hosting delegations, attending community events in an official capacity, or engaging stakeholders;
10. Transportation-related expenses, such as parking or tolls used for municipal business;
11. Other reasonable costs directly related to representing the municipality or carrying out Council duties.
  - ii. Additional expenses may be deemed eligible if they are directly connected to the business of the municipality and are approved by Council resolution.
  - iii. Ineligible expenses include but are not limited to:
    1. Accommodation costs for personal residences of a member of Council or residences of immediate family members;
    2. Expenses arising from negligence, or willful actions that cause damage to municipal equipment or property.

**f. Benefit Program Eligibility**

- i. Members of Council shall be eligible to participate in the Town's extended health benefit program, subject to the terms and conditions of the benefit plan provider. Enrollment in

the program shall be voluntary, and the cost of applicable premiums shall be paid for by the Town.

- ii. Eligibility to participate in the extended health benefit program is contingent upon holding elected office as a Member of Council. Accordingly, participation in the program must cease and deregistration from the Town's plan is required once an individual is no longer a Member of Council.
- iii. The addition of dependent coverage to a Member of Council's benefit program shall be wholly paid by the Member.

**g. Training and Development**

- i. Members of Council shall be eligible to participate in training and professional development opportunities that enhances their capacity to fulfill their roles and responsibilities as community leaders. Such opportunities may include courses, workshops, seminars, certifications, and educational programs directly related to municipal governance, leadership, financial leadership or other relevant competencies.
- ii. Council may, during the annual budget process, allocate up to **\$2,000** per Member for training and development. This allocation is non-compounding and may only be used within the fiscal year for which it is budgeted.
- iii. The annual training and development allocation is separate from, and in addition to, any expenses approved by Council for conferences such as AVICC, UBCM, FCM, LGLA, or other initiatives that are specifically approved by Council Resolution.

**h. Annual Adjustment and Reviews**

- i. Council remuneration shall be adjusted annually, on January 1<sup>st</sup>, by a percentage equal to the official Consumer Price Index (CPI) for Canada, as published by Statistics Canada for the preceding calendar year.
- ii. In any year where the CPI reflects a decrease, no downward adjustment shall be applied to Council remuneration for that year.
- iii. Council may, at its discretion, initiate a review of Council remuneration within 24 months of the next local general election.

**i. Censure Sanction - Remuneration Reduction**

- i. Council acknowledges its responsibility for regulating the conduct of its Members and ensuring that the duties and responsibilities of elected office are carried out in a manner that advances the interest of the Town.
- ii. Council may commence censure proceedings against a Member in accordance with the municipal Code of Conduct, applicable regulations or as otherwise prescribed by Council by resolution.
- iii. Following the adoption of a motion of censure against a Member of Council, Council may, as a sanction and in accordance with procedural fairness, impose a temporary reduction in that Member's remuneration. Any such reduction shall not exceed the equivalent value of three (3) months of the Member's Council's Compensation for each censorship.

## 6. LEGISLATIVE PROCEDURE

- a. This bylaw shall take effect on January 1, 2026.
- b. Upon adoption of this bylaw, the "*Town of Lake Cowichan Council Remuneration and Expense Bylaw No. 1077-2022*" is hereby repealed effective **December 31, 2025**.
- c. READ A FIRST TIME on the 28<sup>th</sup> day of October, 2025.
- d. READ A SECOND TIME on the 28<sup>th</sup> day of October, 2025.
- e. READ A THIRD TIME on the \_nd day of December, 2025.
- f. FINALLY PASSED and ADOPTED by the Municipal Council of the Town of Lake Cowichan on the \_th day of January, 2026.

X

Tim McGonigle  
Mayor

X

John Thomas  
Corporate Officer

**SCHEDULE A – COUNCIL REMUNERATION**

<b>Office</b>	<b>Annual Remuneration</b>	<b>Bi-Weekly Remuneration</b>
MAYOR	\$33,020	\$1,270
ACTING MAYOR	Same as Mayor	Same as Mayor
COUNCILLOR	\$21,008	\$808

**SCHEDULE B – EXPENSE REIMBURSEMENT**

**MEAL**

Breakfast	Lunch	Dinner
25	30	45

**MILEAGE**

As prescribed by CRA Rates annually

**COMMUNICATION ALLOWANCE**

- Town supplied cell phone for the Office of Mayor
- Town supplied cell phone for the Office of Councillor or a maximum communication allowance of \$80.00 per month