

STAFF REPORT TO COUNCIL

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DATE: September 23, 2022

TO: MAYOR AND COUNCIL

NAME AND TITLE: Walter Babicz, City Manager

SUBJECT: Options for Determining Council Remuneration

ATTACHMENT(S): Consolidated Version of City of Prince George Council Remuneration Bylaw No. 8412, 2012

RECOMMENDATION:

That Council DIRECTS Administration to bring forward the report dated September 23, 2022, from the City Manager titled "Options for Determining Council Remuneration" for consideration by the next Council no later than January 30, 2023.

PURPOSE:

For Council information and direction.

BACKGROUND:

At the June 27, 2022 Council meeting, Council received a presentation from the Advisory Committee on Council Remuneration and gave first three readings to amendments to the Council Remuneration Bylaw No. 8412, 2012 (attached), which amendments were then adopted by Council at a subsequent meeting.

Later at that same meeting, Council passed a resolution directing Administration to return this report by October 3, 2022. The discussion in connection with Council's resolution suggested that the main objective was to highlight the issue of future Council remuneration for consideration by the next Council. Administration was requested to return a brief, high level report setting out potential options for the next Council to consider regarding the determination of Council remuneration.

DISCUSSION:

Current Framework for Council Remuneration

The current framework for determining Council remuneration is set out in the attached Council Remuneration Bylaw. Section 7.1 of that Bylaw provides that a review of Mayor and Councillor remuneration, benefits, and expense reimbursement in comparison to peer municipalities shall be conducted by an advisory committee comprised of members of the public by the second quarter of the last year of each Council's term.

The peer municipalities to be considered for the purposes of the quadrennial review are as follows:

- City of Chilliwack
- City of Kelowna
- District of Saanich
- Township of Langley
- City of Delta
- City of Kamloops
- District of North Vancouver
- City of Nanaimo
- City of Victoria
- City of Coquitlam

Currently, the Bylaw provides for an annual adjustment to Mayor and Councillor remuneration that is the lesser of:

- (a) the annual percent wage increase applied to City of Prince George exempt staff salaries; or
- (b) the average of the wage adjustment for the second, third, and fourth quarter of the previous year and the wage adjustment for the first quarter of the current year for the public administration industry published by Human Resources and Skills Development Canada as the Average Annual Percentage Wage Adjustments by Quarter.

Alternative Options

If Council wishes to explore changes to the current framework of determining Council remuneration, the following options are presented for consideration:

Option 1: Update the Peer Municipalities in the Council Remuneration Bylaw

The first option presented is to maintain the current framework set out in the Council Remuneration Bylaw, but direct staff to review the peer municipalities referenced in the Bylaw with a view to determining if changes should be made to the peer municipality list. The intent would be to remove and/or replace one or more cities on the list with other cities that are more similar to the City of Prince George in terms of population, trends or challenges. Under this option, staff would return a report to Council with the findings of that research, and present Council with recommendations to amend the Bylaw accordingly.

Option 2: Establish a New Method to Adjust Mayor and Council Remuneration

The second option presented is to amend the Council Remuneration Bylaw by removing the references to the advisory committee quadrennial review and peer municipalities and instead of forming that advisory committee, provide for automatic future annual adjustments to Mayor and Council remuneration based on one of the following:

- (a) the currently established formula for annual adjustments as set out in the Bylaw; or
- (b) the annual rate of change as adjusted by the Consumer Price Index, British Columbia, over the previous 12 months; or
- (c) the annual increases provided to Members of the Legislative Assembly (MLA's); or

(d) the annual increases provided to Members of Parliament (MP's).

SUMMARY AND CONCLUSION:

If Council directs administration to bring this report forward to the next Council for consideration, staff will perform additional research and provide further details regarding the above options, together with any additional options that may be identified for consideration.

RESPECTFULLY SUBMITTED:

Walter Babicz, City Manager

Meeting Date: 2022/10/03



CITY OF PRINCE GEORGE

COUNCIL REMUNERATION

Bylaw No. 8414, 2012

CONSOLIDATED FOR CONVENIENCE

Revised: July 11, 2022

CONSOLIDATED VERSION

“CITY OF PRINCE GEORGE COUNCIL REMUNERATION BYLAW NO. 8414, 2012”

This is a consolidation of the bylaws listed below and includes amendments up to the date noted on the cover page. This document is for convenience only and is not the legal or official version. Certified copies of the original bylaws should be consulted for all interpretations and applications of the subject Bylaw. Copies can be obtained through the Legislative Services Division at City Hall by contacting (250) 561-7792 or cityclerk@princegeorge.ca.

<u>AMENDING BYLAW</u>	<u>EFFECTIVE DATE</u>	<u>AMENDMENT(S)</u>
Bylaw No. 9328, 2022	January 1, 2023	Text amendments to Sections 2.1, 2.2, 2.4(b), 4.4, 4.7, 5.2 (b) and Schedule “B”
Bylaw No. 9019, 2019	April 8, 2019	Text amendment to Section 4.2
Bylaw No. 8970, 2018	January 1, 2019	Text amendments to Sections 2.1, 2.2, 2.4, 4.1, 4.1.1, 4.4, 4.5, 4.7, 7 and 7.2
Bylaw No. 8605, 2014	January 1, 2015	Text amendments to Sections 4.2, 4.3, 4.4, 6.1, 7.1, 7.2, and Schedules “A” & “B”
Bylaw No. 8443, 2012	July 16, 2012	Text amendments to Sections 3, 4.6, 4.7, and adding a new Schedule “B”

CITY OF PRINCE GEORGE
BYLAW NO. 8414, 2012

A Bylaw of the City of Prince George to provide for the remuneration and reimbursement of expenses to members of Council.

WHEREAS Council may provide remuneration and reimbursement of expenses to members of Council;

NOW THEREFORE the Council of the City of Prince George in open meeting assembled, **ENACTS AS FOLLOWS:**

**AMENDED
BY BYLAW:**

1. SHORT TITLE

This Bylaw may be cited for all purposes as the “City of Prince George Council Remuneration Bylaw No. 8414, 2012”.

2. REMUNERATION

BL9328

2.1 On January 1, 2023 and January 1, 2024, Mayor annual remuneration shall be increased by one percent (1%).

BL9328

2.2 On January 1, 2023 and January 1, 2024, Councillor annual remuneration shall be increased by three point five percent (3.5%).

2.3 No additional remuneration shall be paid to Councillors for serving as acting Mayors designated by Council.

**BL8443
BL8970
BL9328**

2.4 Beginning on January 1, 2012 and on each year thereafter, an annual adjustment shall be applied to Mayor and Councillor remuneration, effective January 1 of that year, which is the lesser of:

- (a) the annual percent wage increase applied to City of Prince George exempt staff salaries; or
- (b) the average of the wage adjustment for the second, third, and fourth quarter of the previous year and the wage adjustment for the first quarter of the current year for the public administration industry published by Human Resources and Skills Development Canada as the Average Annual Percentage Wage Adjustments by Quarter.

3. PER DIEM

BL8443

Council members may claim for meal expenses at the Per Diem rate of \$75 per day OR reimbursement for actual meal expenses incurred in accordance with Section 4.1.

4. EXPENSES

BL8970

4.1 Council members may be reimbursed for expenses incurred while:

- (a) representing the municipality on behalf of Council;
- (b) engaging in municipal business on behalf of Council;
- (c) attending meetings, courses or conventions on behalf of Council;
- (d) attending community events on behalf of Council;

- (e) attending workshops and/or seminars directly relevant to municipal affairs; and
- (f) for maintaining membership dues or association fees relevant to their position on Council.

- BL8970** 4.1.1 For clarity, expenses that are eligible for reimbursement include actual costs, supported by receipts, for expenses listed below in connection with attending or participating in an activity under section 4.1 (a), (b), (c), (d), (e) or (f):
- (i) economy rate air fare;
 - (ii) conference and convention registration fees;
 - (iii) taxi fare, car rental, public transit or car parking;
 - (iv) accommodation;
 - (v) meals;
 - (vi) incidental expenses;
 - (vii) ticket purchase for community events.
- BL8605**
BL9019 4.2 Councillors shall be each allocated the sum of \$8000 per year for annual expenses incurred in accordance with section 4.1.
- BL8605** 4.3 Effective January 1, 2015, members of Council will be reimbursed for the use of a personal vehicle for out of town travel undertaken in accordance with Section 4.1, at the automobile allowance rate set by Canada Revenue Agency.
- BL8605**
BL8970
BL9328 4.4 Effective January 1, 2019, the Mayor will be reimbursed for the use of a personal vehicle for the discharge of the duties of the office at a rate of \$750 per month, inclusive of kilometers driven and vehicle insurance.”
- BL8443**
BL8970 4.5 Council members shall submit a completed Schedule B Travel Claim Expense Form, as attached to and forming part of this Bylaw as Schedule B, including receipts or other documentation of expenses and evidence of payment when requesting reimbursement for expenses incurred in accordance with 4.1.
- BL8443**
BL8970 4.6 On a quarterly basis, Council members shall submit a brief written report summarizing all expenses incurred in accordance with section 4.1, including copies of related travel claim expense forms attached to and forming part of this bylaw as Schedule “B”, to be included on a regular Council meeting agenda.
- BL9328** 4.7 The City of Prince George shall reimburse the actual costs to a maximum of \$40 per day of babysitting or childminding expenses, for children under the age of twelve, incurred by a Council member while attending a Council or Committee Meeting, Event, or Official Function that is an activity under section 4.1 (a), (b), (c), (d).

5. MEDICAL, DENTAL, AND LIFE INSURANCE BENEFITS

- 5.1 The Mayor shall be eligible for the same medical, dental and life insurance benefits provided to exempt City of Prince George Employees.
- 5.2 Councillors shall be eligible for the following medical, dental, and life insurance benefits:
- (a) For injury sustained while and in consequence of performing the usual and

necessary duties as Councillor:

- (i) Accidental Death and Dismemberment Insurance;
- (ii) Weekly Accident Indemnity; and
- (iii) Accident Reimbursement Expense.

BL9328

- (b) Optional Extended Health and Dental
50% of the extended health and dental benefit premiums for Councillors who opt into the group benefits program will be paid by the City of Prince George.

6. TECHNOLOGY ALLOWANCE

BL8605

6.1 Each Councillor shall be provided for their term of office, their choice of either:

- i. A computing device, including technical support provided by the City of Prince George; or
- ii. A technology allowance equal to the budget allocated by the City of Prince George for a computing device, excluding technical support provided by the City of Prince George.

6.2 A Councillor's selection between the option of a supplied laptop computer or technology allowance as described in section 6.1, is irrevocable for the Councillor's term of office.

BL8970

6.3 Computer equipment purchased by the Councillor with a technology allowance must be compatible with any system used by the City of Prince George for the provision of electronic agendas and communication with Council, including any security software or devices necessary to access electronic agendas.

7. QUADRENNIAL REVIEW

BL8605

7.1 A review of Mayor and Councillor remuneration, benefits, and expense reimbursement in comparison to peer municipalities shall be conducted by an advisory committee comprised of members of the public by the second quarter of the last year of each Council's term.

BL8605
BL8970

7.2 The peer municipalities to be considered for the purposes of the quadrennial review will include:

- (a) City of Chilliwack;
- (b) City of Kelowna;
- (c) District of Saanich;
- (d) Langley Township;
- (e) Corporation of Delta;
- (f) City of Kamloops;
- (g) District of North Vancouver;
- (h) City of Nanaimo;
- (i) City of Victoria; and
- (j) City of Coquitlam.

READ A FIRST TIME THIS THE 26TH DAY OF MARCH , 2012.

READ A SECOND TIME THIS THE 26TH DAY OF MARCH, 2012.

READ A THIRD TIME THIS THE **26TH** DAY OF **MARCH**, **2012.**

First three readings passed by a **UNANIMOUS** decision of members of City Council present and eligible to vote.

ADOPTED THIS THE **16TH** DAY OF **APRIL** , **2012** BY A **UNANIMOUS** DECISION OF ALL MEMBERS OF CITY COUNCIL PRESENT AND ELIGIBLE TO VOTE.

Shari Green
MAYOR

Walter Babicz
CORPORATE OFFICER

Appendix “A”

AMENDED BY BL9328

SCHEDULE “B” to BYLAW NO. 8414, 2012 TRAVEL CLAIM – COUNCIL MEMBERS (See Explanatory Notes)		BATCH # _____ DOCUMENT # _____	
Name		EMPEXP #	
Purpose of Travel		SUPPLIER #	
Date (s) of Travel		TAX EXP CODE	
Places of Travel		TAX RATE/AREA	
		INV DATE	
	<u>TOTAL</u>	(Acct Payable Only)	
		GST PAID	GST CLAIMED
1) Mileage _____ KM @ _____ *** Rate as per Canada Revenue Agency Automobile Allowance Rate***	\$		
2) Equivalent Air Fare From Prince George to: _____	\$		
3) Per diem (includes incidentals) : _____ days @ \$75.00 Less Meals Not Taken (explain)	\$ \$(_____)		
4) Meals _____ breakfast @ \$15.00	\$		
_____ lunch @ \$20.00	\$		
_____ dinner @ \$25.00 (note: claim either in category 2 or 3, but <u>not</u> both)	\$		
5) Hotel (attach receipts)	\$		
6) Car Rental (attach receipts)	\$		
7) Taxi/Bus Fares (attach receipts)	\$		
8) Airport Parking (attach receipts)	\$		
9) Babysitting / Childminding	\$		
10) Other - Specify (attach receipts)	\$		
11) Travel advance requested (claimant agrees to repay advance in full within 30 days) 12.1468	\$		
TOTAL	\$	\$	\$
LESS ADVANCES RECEIVED			
AMOUNT DUE (REFUND)			
Business Unit _____			
Certified Correct: _____ (Signature – Claimant)		Approved: _____ (Authorized Signatory)	
_____ (Printed Name – Claimant)		_____ (Printed Name – Authorized Signatory)	

EXPLANATORY NOTES

- 1) Equivalent Air Fare - If claiming equivalent air fare, claims for meals and accommodation are limited to the amounts that would have been claimed if travel had been by air.
- 2) If travel is for less than a 24 hour period, meals are to be claimed under Section 4.
- 3) You may claim under section 3 for each 24 hour period. The cost of meals not taken (for example, meals provided as part of a conference or course and covered in the registration fee) is to be based on the amounts shown in section 4.
- 4) Receipts – where a receipt is required, it must be an original clearly showing the amount paid. In the case of hotel/motel payments, a detailed invoice from the hotel/motel showing the costs incurred is required. Except for public transit, the receipt must show the date of payment.