



CITY OF PRINCE GEORGE

COUNCIL REMUNERATION

Bylaw No. 8414, 2012

CONSOLIDATED FOR CONVENIENCE

Revised: April 7, 2025

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. 9535, 2025	April 7, 2025	Text amendment to section 4 - Expenses
Bylaw No. 9456, 2024	March 11, 2024	Text amendment by inserting after Section 7, new Section 8, 8.1 (a), (b,) (c,) (d), and new Section 9, 9.1 (a), (b), (c).
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
BL9535 4.2 Councillors shall be each allocated the sum of \$10,000 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
BL8970 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.
- 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.

8. CODE OF CONDUCT BYLAW

- BL9456 8.1 Subject to section 9, where a member of Council has been found by the Investigator to have breached the Code of Conduct Bylaw, or where a member of Council has been found by the Investigator to have submitted a complaint thereunder that is frivolous,

vexatious, or made in bad faith, the remuneration to which the member of Council would otherwise entitled under this Bylaw shall be reduced as follows:

- a) where the member of Council has been found to have breached the Bylaw for the first time, the remuneration to which the member of Council would otherwise be entitled to under this bylaw shall be reduced by 10% for a period of 12 months from the date on which Council considers the Investigator's report;
- b) 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 bylaw shall be reduced by 15% for a period of 12 months from the date on which Council considers the Investigator's report relating to that offence;
- c) 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 bylaw shall be reduced by 25% for a period of 12 months from the date on which Council considers the Investigator's report relating to that offence;
- d) for certainty, where a member of Council 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 under this Bylaw shall be cumulative for any period of overlap in the duration of each reduction (for example, if a member of Council is found to have first 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 shall be reduced by 10% from January 1 to June 30 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).

9. EXCEPTIONS

BL9456

9.1 Section 8 does not apply if, pursuant to the Code of Conduct Bylaw, as amended from time to time, the Investigator has determined that:

- (a) the member of Council took all reasonable steps to prevent the breach;
- (b) the breach was trivial or inadvertent; or
- (c) the breach was because of an error in judgment made in good faith.

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 3 or 4, 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.