TOWN OF GIBSONS

Bylaw No. 1354, 2026

A bylaw to provide for Council Remuneration and Expense Reimbursement

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WHEREAS Section 8(3) of the *Community Charter* grants to Council the authority, by bylaw, to regulate, prohibit and impose requirements in relation to municipal service;

AND WHEREAS the provision of municipal services is considered to include the remuneration of Council members and reimbursement for expenses incurred in the course of fulfilling their duties;

AND WHEREAS it is deemed appropriate to regulate the remuneration, benefits and expense reimbursement for members of Council in accordance with *Council Policy 1.27 – Council Remuneration and Expense Reimbursement;*

NOW THEREFORE the Council of the Town of Gibsons, in open meeting assembled, enacts as follows:

1. CITATION

1.1. This bylaw may be cited as "Council Remuneration and Expense Reimbursement Bylaw No. 1354, 2026".

2. REPEAL

2.1. "Council Remuneration and Expense Bylaw No. 963, 2003" and any amendments thereto are hereby repealed.

3. REMUNERATION AND EXPENSE REIMBURSEMENT

3.1. An annual remuneration, paid bi-weekly, shall be paid to Council members as specified in *Council Policy 1.27 - Council Remuneration and Expense Reimbursement*. Council remuneration includes eligibility for participation in the extended healthcare benefit plan for elected officials.

3.2. Council members may apply for the reimbursement of specific costs incurred through participation in official Town business up to the amounts specific in *Council Policy 1.27 - Council Remuneration and Expense Reimbursement.*

4. REPORTING

4.1. The remuneration paid, including benefits, and expenses reimbursed to each member of Council, shall be reported annually, by name, in accordance with Section 168 of the *Community Charter.*

5. ADOPTION

READ A FIRST TIME the	7TH day of	JULY, 2026
READ A SECOND TIME the	7TH day of	JULY, 2026
READ A THIRD TIME the	7TH day of	JULY, 2026
ADOPTED the	21ST day of	JULY, 2026

Silas White
Mayor

Rebecca Anderson
Deputy Corporate Officer

POLICY MANUAL

<table>
<tr><td colspan="2">TITLE: Council Remuneration, Benefits & Expense Reimbursement</td><td>POLICY 1.27</td></tr>
<tr><td>EFFECTIVE DATE: 2003.05.20
REVIEW DATE: 2022.11.01
REVIEW DATE: 2026.07.07
ISSUED BY: CAO</td><td colspan="2">APPROVED BY: Council
APPROVED DATE: 2003.05.20
REVISED DATE: 2017.11.07
2026.07.21
RESOLUTION #: R2017-273
R2026-150
R2026-XXX</td></tr>
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COUNCIL POLICY

1. PURPOSE

   The Council Remuneration and Expense Reimbursement policy is established pursuant to Town of Gibsons' *Council Remuneration and Expense Reimbursement Bylaw No. 1354, 2026*.

   Members of Council are encouraged to utilize the most economical and cost-effective means of travel and accommodation that is reasonably available having consideration for time, convenience and safety and the overall costs which may be incurred for approved travel.

   This policy shall be reviewed periodically by the Finance Department to ensure remuneration remains consistent with compensation levels in comparable municipalities and appropriately reflects cost considerations to the individual.

2. POLICY

   1. Remuneration:

      1.1. An annual remuneration, paid bi-weekly, shall be paid to Council members as follows:

      a) Mayor:

      An amount equivalent to the Canadian Federal Census Total “average employment income for full-year full-time workers” for the Town of Gibsons. The amount applied will be the higher number of a) the most recent year referenced in the Census, or b) the previous year’s remuneration plus CCPI (as per 1.3).

      b) Councillors (each):

      Forty percent (40%) of the Mayor’s remuneration noted in Item 1.1(a).

1.2. A member of Council who is appointed as Deputy Mayor or Acting Mayor shall receive $100.00 per month or portion of a month.

1.3. The annual remuneration for the Mayor and Councillors shall be increased annually by an amount equal to the Canadian Consumer Price Index for the previous calendar year.

2. Healthcare Benefits:

2.1. Members of Council and their dependents shall be entitled to receive healthcare benefits, including insurance policies and policies for medical or dental services in accordance with the Union of British Columbia Group Benefit Plan for Elected Officials.

2.2. Healthcare benefits provided to a member of Council and their dependents shall terminate at the end of the month in which they cease to be a member of Council.

2.3. Council members are entitled to receive an Annual Health and Wellness Subsidy up to $150 for costs such as registration fees, or membership fees of established programs or organizations providing activities contributing to the health or wellness of the council member; or for costs of equipment used for the purpose of taking part in an activity that contributes directly to their health and wellness.

2.3.1. A receipt of proof of purchase of registration fees or equipment pertaining to health and/or wellness will be provided to Human Resources for reimbursement within the payroll system. The receipt must provide the vendor's name, purchase amount and item purchased for reimbursement. Matters of policy interpretation may be reviewed upon request.

2.3.2. Receipts must be submitted by October 31st of each year. Submissions of receipts later than this date will not be accepted.

3. Expenses:

3.1. Members of Council shall be entitled to be reimbursed for expenses incurred when, on the instruction of Council, the member is engaged in municipal business or is attending a meeting, course or convention outside the Town of Gibsons;

3.2. Council members are entitled to reimbursement up to 1/3 of monthly personal mobile phone and home internet costs.

3.3 Reimbursement for eligible expenses shall be submitted using the Council Expenses Claim Form with receipts attached.

4. Travel Authorization:

4.1. Travel outside of the Sunshine Coast Regional District (SCRD) must be authorized in advance by Council resolution.

4.2. Exceptions to 4.1 are:

4.2.1. travel that is directly associated with a Councillor's appointment to a Standing Committee or other committee that the member has been appointed to as a representative of the Town of Gibsons;

4.2.2. travel that is specifically itemized and approved in the current year's Financial Plan Bylaw.

4.2.3. travel in accordance with the responsibilities of mayor as listed in section 116 of the Community Charter.

5. Travel Expense Reimbursement:

5.1. Claims for the reimbursement of Travel Expenses or Advances shall be submitted to the Director of Finance in accordance with this Policy using the Council Expense Reimbursement Form.

5.2. Travel claims that are submitted by members of Council shall be reviewed and approved for payment by the Mayor.

5.3. Travel claims that are submitted by the Mayor shall be reviewed and approved for payment by the Chief Administrative Officer or by the Director of Finance.

5.4. Where required, original receipts must be submitted with all claims for reimbursement for travel. Where necessary a written explanation may be submitted in place of a lost or misplaced receipt.

6. Types of Expenses:

6.1. Transportation:

6.1.1. Air: Members of Council are authorized to book economy airfare for air travel. Reimbursement for actual costs upon submission of original receipts.

6.1.2. Private Vehicle: Members of Council who use a personal vehicle for authorized travel will be reimbursed at the mileage rate established by the Canada Revenue Agency; car-pooling for travel is encouraged. Where a personal vehicle is used in lieu of air travel, the maximum mileage reimbursement shall not exceed the equivalent cost of economy airfare for the same trip;

6.1.3. Ferry, parking, taxi/public transit and rental vehicles and other reasonable transportation costs on municipal business shall be reimbursed with supporting original receipts provided. Rental rates should be the lowest possible rate or government rate when booking.

6.1.4. The most affordable mode of transportation shall be utilized whenever possible.

6.2. Accommodation

6.2.1. Members of Council who stay with friends or family while on authorized travel outside of the SCRD, will be reimbursed a private accommodation allowance at the rate established by Canada Revenue Agency for each overnight stay. No receipt is required.

6.2.2. Reimbursement for overnight stay will be at the conference rate, for a standard room, if staying at a hotel where the conference rates have been obtained or at the government rate if lodging has been arranged elsewhere. Original receipts are to be submitted with the travel claim.

6.3. Meals and Per Diem:

6.3.1. Meal rates for breakfast, lunch and dinner are to be reimbursed at the current rates established by Canada Revenue Agency.

6.3.2. A per diem allowance, at the rate established by the Canada Revenue Agency, may be claimed for travel when overnight accommodation is included.

6.3.3. The per diem allowance is provided for incidental expenses such as gratuities, porterage, personal phone calls, laundry or dry cleaning, toiletries and other miscellaneous expenses associated with travel.

6.3.4. Meals that are paid for by a 3rd party or are included in a prepaid conference or workshop fee, may not be claimed as a travel expense.

6.4. Registration Fees for Conferences and Workshops:

6.4.1. All fees for workshops, conferences and other events that are approved by council resolution or specified in the current year Financial Plan Bylaw will be paid by the Town.

6.4.2. Council members should obtain approval from council and register for conferences and workshops in time to take advantage of early registration discounts wherever offered.

6.4.3. Where available, copy of the conference or workshop outline shall be affixed to the travel expense claim form.

6.5. Business and Personal travel Combined:

6.5.1. Additional travel expenses incurred for personal travel either before or following approved business travel must not be included in a claim for reimbursement of expenses.

6.5.2. The Town of Gibsons will not reimburse any expenses for spouses or other family members.

6.6. Advances:

6.6.1. A request for a travel advance must be submitted to the Director of Finance at least 5 working days prior to the commencement of travel.

6.6.2. An application for a travel advance must be on the prescribed form, Schedule 'A', and must be completed by member of Council requesting the advance.

6.6.3. A travel advance must be balanced with a travel claim on completion of travel. Where the advance exceeds the cost of travel, a personal cheque must be submitted with the completed travel form, Schedule 'A', and receipts.

6.7. Expenses Not Allowed:

6.7.1. The following expenses may not be claimed for reimbursement:
- Liquor
- Personal telephone calls
- Personal expenses
- Motor vehicle infractions, parking tickets, fines or towing charges
- Costs for participation in optional recreation and social activities if not included in the conference fee

6.8. Business Meeting Expense:

6.8.1. Members of Council may incur expenses for meetings (within Meal & Per Diem Limits 3.3.2) with non-constituents while conducting business on behalf of the Town, subject to providing the following required information;
- Receipts are to be provided with the request for reimbursement;
- The name of any guest(s); and
- The nature of business conducted.

6.9. Other Expenses:

6.9.1. The following additional kinds of expenses may be claimed, with receipts, under this policy:
- Long distance, internet, or local business communications, office services, supplies and cost of written materials;
- Other unavoidable or extraordinary expenses incurred that are not covered in this policy may be considered for reimbursement on an individual basis. Payment for these types of expenses will be considered individually and will not create a precedent for future claims.

6.9.2. Effective January 1, 2027, when attending official Town business, Members of Council shall be reimbursed for child-care, elder-care, or disability-related care expenses for dependents up to $2,500 annually per Member, either through a $50 per diem, or direct reimbursement of receipts or attestation for costs at an hourly limit of $40.

6.10. Town of Gibsons Credit Card:

6.10.1. The Town of Gibsons credit card may be used to confirm reservations, or to pay for registration fees and accommodation as appropriate

7. Vehicle Insurance

7.1. The Town of Gibsons will pay for the cost to upgrade vehicle insurance, for one vehicle, from personal use to business use, for Council members who use their personal vehicles while engaged on municipal business.

7.2. Subject to Council approval, the Town will pay the deductible if a member of council is involved in property loss, damage or accident claim while on approved Town business travel outside of the municipality.

8. Extra Costs

8.1. Where costs exceed policy guidelines a separate resolution of Council is required.

9. Time Limits

   9.1. Claims for reimbursement of travel expenses must be submitted within 90 days of the period in which the expenses are incurred.

   9.2. This policy will be reviewed at least once during each Council term, with any recommended amendments presented to Council no later than the final year of the term, or earlier if circumstances warrant a more timely review.