



CITY OF WEST KELOWNA COUNCIL POLICY

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| SUBJECT: | COUNCIL REMUNERATION |
| DEPARTMENT: | ADMINISTRATION |

PURPOSE

To ensure an Independent, unbiased and reasonable review of Council's remuneration and expense policies is conducted prior to the start of a new term of office.

POLICY

A Remuneration Task Force (the "RTF") consisting of five individuals representing business leaders, community representatives and a member at large from the City of West Kelowna will convene ahead of a general Local Government Election to review the current remuneration of Council.

The RTF shall review Council's remuneration and expense policies with the objective of providing direction for council to consider changes to their Remuneration Bylaw to take effect the first day of January following a General Local Government Election.

The Chief Administrative Officer (CAO) and the Director of Human Resources will coordinate, support and provide resources to the RTF as needed.

TERMS OF REFERENCE

The RTF shall meet as it deems necessary with the objective of presenting a comprehensive report on its findings to Council within three months of convening.

The CRTF shall review and make recommendations on the following:

- Mayor and Council remuneration;
- Wage loss indemnity;
- Expense policy(s);
- Vehicle and other allowances;
- Travel policy;
- Training and conferences;
- Liability coverage;
- Health, dental and accident insurance

Any recommendations made by the RTF shall be based on the following:

- Comparison to BC municipalities of similar size and structure
- Consideration of the functions and responsibilities of Mayor and Council;
- Consideration of the public expectations and level of commitment required of Mayor and Council;
- Consideration of the impact to attract qualified elected officials;
- Address conflicts in existing policies.

MEMBERSHIP

The RTF shall be comprised of five (5) representatives from the community at large. Representation from the Greater Westside Board of Trade and a local Service Group as well as Two (2) members from Community Associations and one (1) member at large. Members must not be currently elected at any level of government or be a current staff member at the City of West Kelowna. Members must not have a direct or indirect pecuniary interest in the outcome of the recommendation.

Nominations for members will be accepted until the end of January of each year of a General Local Government Election and will hold their first meeting prior to the 15 of March in the same year. All members will be appointed by Council resolution at the first meeting of Council in February of the same year.

Members shall be appointed for the duration of the RTF's purpose and mandate, after which time membership shall expire.

A Chairperson shall be appointed by consensus of the RTF at the first meeting. The Chairperson shall be responsible for scheduling meetings and will be the chief liaison with the CAO.

Council may revoke a RTF appointment by resolution if the member fails to attend three (3) consecutive meetings or by recommendation of the committee. Where a member resigns or an appointment is revoked, Council may appoint another qualified person to complete the balance of the term.

Members shall serve without remuneration but may be paid reasonable and necessary expenses that are directly related to the performance of their duties and in accordance with City's policies. Expenses must be pre-approved by the CAO.

DATE APPROVED: 2022-JAN-11
REVISED: