



POLICY TITLE: Council Remuneration and Expense Policy	POLICY NO: 2025-04
AUTHORITY: Council for the Corporation of the City of Greenwood	CLASSIFICATION: Council
EFFECTIVE DATE: May 26, 2025	MOTION: (109-25)
SUPERSEDES: Council Remuneration and Expense Bylaw No. 951, 2020	

1. Purpose

The purpose of this policy is to ensure that compensation is fiscally responsible and fairly reflects the level of duties and responsibilities of the role of elected officials.

2. Scope

This Policy applies to all City of Greenwood elected officials.

3. General

The City of Greenwood Council members are paid remuneration and expenses in relation to the discharge of their duties as an elected official.

4. Interpretation

The *Interpretation Act* applies to this policy.

5. Definitions

In this policy

"Council" has the same meaning as in the *Council Procedure Bylaw*;

6. Guiding principles

1. Remuneration

- a) Council members will be paid remuneration, as set out in Schedule "A".
- b) The annual remuneration will be paid pursuant to the provisions and policies of the City's payroll system.

2. Benefits

- a) Council members are entitled to enroll in UBCM Group Benefits Plan within 4 months of being elected or continue with the City of Greenwood Manulife Plan, whichever option is deemed to be more desirable.

- b) Council members are covered under the Accidental Disability and Dismemberment Insurance Policy provided by the City of Greenwood.

3. Reimbursement of Additional Expenses

- a) Council members, who are appointed as acting mayor, or as representatives of the council to outside bodies, will be reimbursed for expenses, including, but not limited to, accommodation, transportation, vehicle mileage, memberships relevant to municipal affairs and other allowable expenses, reasonably incurred in the performance of such duties unless the expenses are paid by outside bodies.
- b) Each member of Council shall receive a technical allowance (cellphone) of One Hundred Dollars (\$100.00) per month.
- c) All claims for reimbursement must be made on the "Expense Form" form and be approved by the mayor. See Appendix "B" attached.

4. Maximum Allowance

- a) When making travel plans, elected officials are expected to utilize the most cost-effective method of travel considering time, convenience and safety.
- b) Meal/Per Diem will follow the British Columbia's CPPM Policy Chapter 10 – Appendix 1, Section 1 – Employee Group II (Full day, Breakfast only, Lunch only, and Dinner only).
- c) For travel expenses incurred internationally, the per diem allowance will be paid in the appropriate international funds or the Canadian equivalent.
- d) Where meals are included in a workshop or similar event, no amount may be claimed for meals, gratuities and other personal supplies or services.
- e) The kilometer rate paid for use of personal vehicles shall be the current maximum automobile rates set by the Canada Revenue Agency.
- f) Actual receipts for incidentals must be submitted. Reimbursement will depend on the circumstances involved. Please provide all relevant information. A gratuity to a maximum of 15% of the value of the goods and services will be reimbursed.

7. Other Expenses

- I. Banquet tickets for spouses/partners to attend the conference gala dining event (presidential banquet or similar event) will not be compensated. Participation in other conference activities by spouses/partners will also not be compensated. Examples of these types of activities are plenary sessions, breakout sessions, daily meal or refreshment breaks, etc.

- II. Other unavoidable or extraordinary expenses incurred that are not mentioned in this policy may be considered for reimbursement on a one-time basis. Payment for these types of expenses will be considered individually and will not create a precedent for future activities.

8. Expenses Ineligible for Reimbursement

- I. Motor vehicle infractions.
- II. In-room movies or personal services.
- III. Alcoholic beverages.
- IV. Parking tickets or fines.
- V. Vehicle damages.
- VI. Cost for participation in optional recreation and social activities if not included in the conference registration fee.
- VII. Costs for spouse/partner recreation and social activities.

9. Review Schedule

Original Approval Date:

- May 26, 2025;

Review by Mayor and Council:

- April 2026;



SCHEDULE 'A'
City of Greenwood
REMUNERATION

Mayor

Commencing January 1, 2025, the Mayor will be paid remuneration equaling to \$12,611.46, per year, adjusted annually, in accordance with this Policy.

Councillors

Commencing January 1, 2025, the Councillors will be paid remuneration equally to \$8,856.37 per year, adjusted annually, in accordance with this Policy.

Remuneration Adjustment

For Mayor and Councillors, annual increases will be applied as follows:

Scheduled Increases	Basis
January 1, 2025, and every year after	1) the amounts set forth under Schedule "A" of this Policy shall be adjusted by a percentage equal to the percentage change in the Consumer Price Index for all items as published by Statistics Canada for the Province of British Columbia for the preceding year ended.



Appendix 'B'
City of Greenwood

202 South Government Avenue, PO BOX 129, Greenwood, BC V0H 1J0

EXPENSE FORM

Name: _____

Daily expense for the Week of: _____

ITEM	SUN	MON	TUE	WED	THURS	FRI	SAT	TOTAL
Breakfast								
Lunch								
Dinner								
Lodging								
Telephone								
Car Rental, Taxi, Bus								
Parking								
Tips								
Airfare								
Mileage (show calculations per km)								
Subtotal								
Other Expenses:								
Date	Description							Amount
Subtotal								
Total from Above								
Minus Advance								
Total Due								

Reason for Expense: _____

 Signature
 (Receipts must be attached to expense form)

 Approved By