



<u>COUNCIL AGENDA</u>	
Date: March 9, 2026 April 13, 2026	Item: 1/7/17 4.



4.

MEMORANDUM

Date: January 26, 2026
 To: Council
 From: Eva Glickman, Director, Human Resources & Payroll Services
 Subject: **Council Remuneration and Expenses Policy**

RECOMMENDATION:

THAT:

1. "Council Remuneration and Expenses Policy 02-10-338" be rescinded; and
2. proposed "Council Remuneration and Expenses Policy 0008" be approved.

The purpose of this memorandum is to seek approval to rescind Council Remuneration and Expenses Policy 02-10-338 and approve the transferred contents in proposed Council Remuneration and Expenses Policy 0008.

To comply with the requirements of Policy Framework Procedure 0029 (5.5), staff transferred the contents of Council Remuneration and Expenses Policy 02-10-338 into proposed Council Remuneration and Expenses Policy 0008.

On May 21, 2025, it came to our attention that section 2.4 of Council Remuneration and Expenses Policy 02-10-338 does not apply. In addition, sections on periodic remuneration review and previous policy rescission were deleted. Under section 2.7 Qualifying Expenses, telephone or facsimile transmission and photocopying were removed. Proposed Council Remuneration and Expenses Policy 0008 was updated accordingly. In the Council meeting of July 7, 2025, Council did not pass the proposed replacement Policy, and had questions for staff around the comparator level and whether pension should be included for Council.

The attached proposed Policy maintains the revisions proposed in May, 2025 and does not alter the benefits or the provision that Council be paid at the lowest rate of the comparator municipalities.

Appendices

- Appendix A: Council Remuneration and Expenses Policy 02-10-338

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Date: January 26, 2026
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Re: **Council Remuneration and Expenses Policy**

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Appendix B: Proposed Council Remuneration and Expenses Policy 0008

APPENDIX A



District of West Vancouver

Council Remuneration and Expenses Policy 02-10-338 (2012)

Effective Date: May 28, 2012

District of West Vancouver

CORPORATE POLICY

Human Resources and Payroll Services Division	COUNCIL REMUNERATION AND EXPENSES POLICY
Policy 02-10-338 (2012)	
CIS File: 1365-01	

1.0 Purpose

To provide an annual remuneration and the payment of benefits and expenses for the Mayor and Councillors.

2.0 Policy

2.1 Remuneration for Council Members

There shall be paid out of annual revenue during each calendar year beginning April 1, 2012:

- a) The West Vancouver Mayor and Council honoraria be adjusted April 1, 2012 to \$75,000 for the position of Mayor and \$30,000 for the position of Councillor with the existing Acting Mayor adjustment of 5% of the Mayor's base rate.
- b) The West Vancouver Mayor and Council honoraria be adjusted to reflect the lowest comparator for Councillors identified in the December 2011 survey of the following 4 comparable municipalities: North Vancouver (City), North Vancouver (District), Maple Ridge, and New Westminster (Appendix D of the Director of Human Resources and Payroll Services report) starting December 1, 2014; this would be \$32,284 for the position of Councillor with the existing Acting Mayor adjustment of 5% of the Mayor's base rate; the Mayor's honorarium will be set at \$80,710 being 2.5 times the rate set for Councillors, which is lower than the lowest comparator for Mayors in the 4 comparable municipalities.
- c) The annual honoraria be increased on January 1st of each calendar year by the annual percentage change of the Consumer Price Index (CPI) for Vancouver (for the previous year).

- d) The levels of honoraria be re-examined every three years (starting in March 2015) by employing a process which takes into account the following factors:
- honoraria is to be set with the primary concern of attracting candidates who are representative of West Vancouver;
 - honoraria should also be reflective of the significant time required to fill the role of Mayor and Councillor; and
 - honoraria is intended to remain in line going forward with the remuneration offered by the following 4 comparable municipalities: North Vancouver (City), North Vancouver (District), New Westminster, and Maple Ridge.

2.2 Annual Remuneration Adjustment

The annual honoraria be increased on January 1st of each calendar year by the annual percentage change of the Consumer Price Index (CPI) for Vancouver (for the previous year).

2.3 Health Benefits for Council Members

There shall be paid out of annual revenue during each calendar year beginning January 1st:

- a) Basic Medical coverage
- b) Extended Health Benefits coverage
- c) Dental benefits coverage
- d) Life Insurance benefits coverage.

All benefits will be offered on the same basis, at the same benefits level, and with the same eligibility criteria as for exempt staff.

2.4 Incidental Expenses

One third of the annual remuneration established for each member of Council under Section 2.1 is paid as an allowance for the expenses incidental to the discharge of the duties of the member, and excepted from taxation in accordance with the *Income Tax Act*.

2.5 Kilometre/Vehicle Allowance

Mayor and Councillors shall be reimbursed for using their personal automobiles while involved in Council business outside the boundary of West Vancouver. Reimbursement will be in accordance with the Vehicle Use and Allowance Policy.

2.6 Expenses Incurred

- 2.6.1 Notwithstanding section 2.4, each Council member shall be reimbursed for reasonable expenditures necessarily incurred to attend a convention, orientation, education and training, or function directly related to the duties of a member of Council.
- 2.6.2 The Mayor shall be entitled for reimbursement of expenditures in accordance with section 2.6.1 for up to \$5,500 per annum and members of Council up to \$3,500 per annum. Any expenditures exceeding these amounts shall be authorized by resolution of Council.
- 2.6.3 Reimbursement to Mayor and Councillors for expenditures set out in sections 2.6.1 and 2.6.2 shall be by written claim in accordance with the Travel Expenses Policy.

2.7 Qualifying Expenses

The classes of expense that may qualify for payment under section 2.6.1 are:

- (a) overnight accommodation required while outside the Greater Vancouver Regional District (Metro Vancouver)
- (b) transportation other than personal vehicle
- (c) telephone or facsimile transmission
- (d) photocopying
- (e) meals not otherwise provided
- (f) gratuities
- (g) registration fees
- (h) other appropriate incidentals.

Council members shall be reimbursed for the amount of reasonable expenses necessarily incurred which comply with the Travel Expenses Policy.

2.8 Periodic Remuneration Review

The Council Remuneration and Expenses Policy be re-examined every three years (starting in March 2015) by employing a process which takes into account the following factors:

- honoraria is to be set with the primary concern of attracting candidates who are representative of West Vancouver;
- honoraria should also be reflective of the significant time required to fill the role of Mayor and Councillor; and

- honoraria is intended to remain in line going forward with the remuneration offered by the following 4 comparable municipalities: North Vancouver (City), North Vancouver (District), New Westminister, and Maple Ridge.

3.0 Previous Policy Rescission

Council Remuneration and Expenses Policy #02-10-103 approved in 2002 is rescinded.

Approval date: May 28 2012	Approved by: Council
Effective date: May 28 2012	

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Title: Council Remuneration and Expenses
Division: Human Resources
Policy Number: 0008
File Number: 0282-20-0008

1. Purpose

- 1.1. To provide annual remuneration and payment of benefits and expenses to Council.

2. Scope

- 2.1. This policy applies to Council.

3. Definitions

- 3.1. “**Council**” means the Mayor and Council of the District of West Vancouver.
- 3.2. “**Consumer Price Index**” (CPI) means a measure of the average change over time in the prices paid by Canadian consumers for a representative basket of goods and services.

4. Policy Statement

4.1. Remuneration for Council Members

- a) The Council remuneration as of January 1, 2020 is \$129,148.93 for the position of Mayor and \$47,326.21 for the position of Councillor with the existing Acting Mayor adjustment of 5% of the Mayor’s base rate (\$6,457.45).
- b) The Council remuneration reflects the lowest comparator for Councillors identified in a survey every four years of the following 4 comparable municipalities: North Vancouver (City), North Vancouver (District), Maple Ridge, and New Westminster.

4.2. Annual Remuneration Adjustment

Annual remuneration shall be increased on January 1st of each calendar year by the annual percentage change of the Consumer Price Index (CPI) for Vancouver (for the previous year).

District of West Vancouver

POLICY

4.3. Health Benefits for Council Members

Council shall receive, paid out of annual revenue, during each calendar year beginning January 1st:

- a) Extended Health Benefits coverage;
- b) Dental Benefits coverage; and
- c) Life Insurance Benefits coverage.

All benefits will be offered on the same basis, at the same benefits level, and with the same eligibility criteria as for exempt staff.

4.4. Kilometre/Vehicle Allowance

Council shall be reimbursed for using their personal vehicle while involved in Council business outside the boundary of West Vancouver. Reimbursement will be in accordance with the Vehicle Use and Allowance Policy and associated Procedure.

4.5. Expenses Incurred

- 4.5.1. Council shall be reimbursed for reasonable expenditures necessarily incurred to attend a convention, orientation, education and training, or function directly related to the duties Council.
- 4.5.2. Reimbursement for expenditures set out in section 4.5.1 shall be in accordance with the Travel Expenses Policy and associated Procedure.

4.6. Qualifying Expenses

The classes of expense that may qualify for payment under section 4.5.1 are:

- a) overnight accommodation required while outside the Greater Vancouver Regional District (Metro Vancouver);
- b) transportation other than personal vehicle;
- c) meals not otherwise provided;
- d) gratuities;
- e) registration fees; and/or
- f) other appropriate incidentals.

Council shall be reimbursed for the amount of reasonable expenses necessarily incurred which comply with the Travel Expenses Policy.

5. Related Policies or Procedures

- 5.1. Travel Expenses Policy 0051
- 5.2. Travel Expenses Procedure 0192
- 5.3. Vehicle Use and Allowance Policy 0177
- 5.4. Vehicle Use and Allowance Procedure 0178

6. Approval

Approved by	<input type="checkbox"/> Municipal Manager	<input type="checkbox"/> Mayor and Council
Approval date	Click here to enter a date.	
Council minutes Document ID (Council Policies only)		
Council report Document ID (Council Policies only)		
Signature	<div style="text-align: center;"> X <hr style="width: 50%; margin: auto;"/> </div>	

7. Additional Information

Category	<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Administrative
Related procedure	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Date of last review	2026	

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