

SUMMARY:

The Council Remuneration and Expense Bylaw sets out the annual salaries and eligible expenses for the Mayor and Councillors. It also provides for an optional benefit plan and for the City to pay for accident insurance coverage for the members of council and the use of a vehicle for the Mayor.

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CITY OF KELOWNA

BYLAW NO. 7547

REVISED: April 14, 2025

**CONSOLIDATED FOR CONVENIENCE TO INCLUDE
BYLAW NOS. 8072, 8472, 8503, 8515, 8890, 9436, 10009, 10165, 10610,
11624, 12352, 12650 and 12777**

A Bylaw Pursuant to the *Local Government Act* to provide for benefits, remuneration, and expenses for Members of Council

The Council of the City of Kelowna, in open meeting assembled, enacts as follows:

1. This bylaw may be cited as 'Council Remuneration and Expense Bylaw, No. 7547.'

BL8472, BL8890, BL9436, BL10009, BL10610, BL11624, BL12650 and BL12777 amended Section 2:

2. **Mayor's Remuneration**

- 2.1 Effective upon adoption of this bylaw, the Mayor will be paid an annual remuneration of \$135,848.65 until December 31st, 2024.
- 2.2 Effective January 1st, 2025, the Mayor will be paid an annual remuneration of \$145,200.00.
- 2.3 Following the 2026 general local election and continuing thereafter, in years one and three of each Council term, the Mayor's remuneration will be adjusted to match the 60th percentile of Mayor's remuneration in comparable municipalities in British Columbia for the twelve month period January to December of the previous year.
- 2.4 The City Clerk and the Divisional Director, Financial Services are delegated the authority to determine comparable municipalities for the purposes of section 2.3, with a minimum of ten municipalities to be referenced.

BL8472, BL8890, BL9436, BL10009, BL10610, BL11624, BL12650 and BL12777 amended Section 3:

3. **Councillors' Remuneration**

- 3.1 Effective upon adoption of this bylaw, Councillors will be paid an annual remuneration of \$50,535.57 until December 31st, 2024.
- 3.2 Effective January 1st, 2025, Councillors will be paid an annual remuneration of \$58,080.00.
- 3.3 Following the 2026 general local election and continuing thereafter, in years one and three of each Council term, the Councillors' remuneration will be adjusted to match 40% of the Mayor's indemnity, as determined by section 2.3 of this bylaw.
- 3.4 A member of Council may choose not to receive the annual remuneration adjustment established in sections 2.1 or 3.1 of this bylaw by informing the City Clerk in writing within 30 days of adoption of this bylaw.

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BL8503, BL10009, BL11624 and BL12777 amended Section 4:

4. Deputy Mayor's Remuneration

- 4.1 Effective January 1st, 2019, Councillors appointed to the position of Deputy Mayor shall receive an additional \$350.00 per month (\$161.00 bi-weekly), to the discharge of their duties as Deputy Mayor.
- 4.2 Effective October 1st, 1994, if the Mayor is unable to perform his/her mayoralty duties for more than 30 days, Councillors appointed to the position of Acting Mayor shall be entitled to the same remuneration as the Mayor, pro-rated accordingly, during the period of time served as Acting Mayor.
- 4.3 For clarity, the Deputy Mayor is not entitled to incur expenses as per subsection 5.6.

BL8472, BL8503, BL8515, BL10009 and BL10610 amended Section 5:

5. Expenses

- 5.1 During his or her term of office, the Mayor is entitled to the use of a vehicle for City purposes, with all costs to be borne by the City.
- 5.2 The Mayor and Deputy Mayor when attending on behalf of the Mayor are hereby authorized to, and shall be entitled for reimbursement of, expenses incurred for the entertainment of guests of the City or to promote the interests of the City.
- 5.3 When authorized by Council to undertake City affairs beyond the boundaries of the City, the member shall be entitled to reimbursement of expenses incurred during their absences from the City in accordance with Schedule 'A' - **Schedule of Expenses** attached to and forming part of this bylaw.
- 5.4 Members of Council who are authorized or appointed by Council to represent the City on a Board or organization within the boundaries of the City shall be entitled to reimbursement of expenses incurred as a result of this representation, with the exception of meals and mileage.
- 5.5 When authorized by Council Policy No. 287, members of Council representing the City at functions or training within the boundaries of the Central Okanagan Regional District shall be entitled to reimbursement of actual receipted expenses incurred as a result of this representation, with the exception of mileage. Expenses greater than \$100.00 per member per function or training shall only be reimbursed when authorized by Council resolution.
- 5.6 During his or her term of office, the Mayor shall be budgeted an annual amount not to exceed \$1,500.00 in any one year, with no provision for carry-over to the next year of any unused funds, for reimbursement of receipted meal expenses with the exception of alcohol incurred in carrying out the duties of Mayor. Reimbursements will be made on a monthly basis upon completion of the form attached as Schedule 'B' – **Mayor Reimbursement for Meal Expenses** to and forming part of this bylaw.

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BL10610, BL12352 amended Section 6:

6. **Benefits**

6.1 The City is hereby authorized to enter into agreements for benefits for Council members and their dependants with the full cost of the premium paid for by the City.

6.2 Participation in the benefit plans shall be at the member's option.

6.3 [deleted]

6.4 [deleted]

7. **Code of Conduct Remedies**

Pursuant to Council Policy 388 – Code of Conduct, when a Council member has been found by an Investigator to have breached the Code of Conduct, Council may, by resolution, impose a temporary reduction in the remuneration to which the Council member would otherwise be entitled under this Bylaw."

8. 'Mayor and Councillors Indemnity Bylaw No. 7043' is hereby repealed.

Read a first, second and third time by the Municipal Council this 13th day of September, 1994.

Reconsidered, finally passed and adopted by the Municipal Council of the City of Kelowna this 27th day of September, 1994.

"J.H. Stuart"

Mayor

"D.L. Shipclark"

City Clerk

SCHEDULE 'A' - BYLAW 7547

SCHEDULE OF EXPENSES

BL10165 amended Section 1:

1. Basic Allowance

- 1.1 Members of Council who are entitled to reimbursement of out-of-town expenses shall be entitled to a per diem of \$70.00 per day in accordance with this Schedule. The per diem shall cover all meals, gratuities, dry cleaning, local telephone calls and other miscellaneous costs for trips involving more than one day away from Kelowna.
- 1.2 The per diem allowance for the day of departure and day of return will be calculated on a pro-rata basis with one-half the per diem payable for any portion of the day prior to 12:00 noon and one-half the per diem payable for any portion of the day after 12:00 noon.

2. Hotel Accommodation

- 2.1 The full costs of actual hotel room (single rate), substantiated by receipts will be reimbursed.

3. Transportation

- 3.1 Actual air fare at economy rate, substantiated by receipts will be paid. If travel is by car, equivalent air fare or mileage may be claimed, whichever is the lesser.
- 3.2 Actual airport limousine costs, taxis, tolls and long distance telephone calls for City business, substantiated by receipts, will also be reimbursed.

BL9436, BL10009, BL10165 amended subsection 3.3:

- 3.3 Out of town mileage shall be reimbursed at the tax exempt per kilometre allowance recommended by the Canada Revenue Agency.

4. Expenses for Spouse

- 4.1 When authorized to attend a conference or convention by Council, the spouse of a member of Council shall be entitled to claim the following expenses:
 - .1 Actual registration fees for the spouse, substantiated by a receipt.
 - .2 Incremental hotel room costs for the difference between single and double room accommodation, substantiated by a receipt.
 - .3 The per diem allowance in Subsection 1.1 shall be increased by \$20.00 per day when a spouse has been authorized by Council to attend an conference or convention.

BL10009 added Schedule 'B':