

**CITY OF WHITEHORSE**  
**BYLAW 2018-11**

A bylaw to provide for the types, rates and conditions of payments for the mayor and councillors for the 2018 to 2021 term of office

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WHEREAS section 173 of the *Municipal Act* (2002) provides that council may by bylaw establish the types, rates and conditions of payments to be made to members of council; and

WHEREAS compensation provided to council members should be:

- Sufficient to encourage competent and community-minded persons to seek the roles; and
- Reflective of the size of our community when compared with other western Canadian communities;

NOW THEREFORE the council of the municipality of the City of Whitehorse, in open meeting assembled, hereby ENACTS AS FOLLOWS:

Short Title

1. This bylaw may be cited as the “***Council Remuneration Bylaw***”.

Annual Remuneration

2. The basic annual remuneration for the mayor for the 2018 to 2021 term of office shall be one hundred thousand and one hundred dollars (\$100,100.00), effective from October 30, 2018 to December 31, 2019 inclusive.
3. The basic annual remuneration for each councillor during the 2018 to 2021 term of office shall be thirty-six thousand and thirty-six dollars (\$36,036.00), effective from October 30, 2018 to December 31, 2019 inclusive.
4. The annual remuneration shall be paid bi-weekly and, where a member of council fails for any reason to serve in the respective office for a full twelve months, the remuneration shall be pro-rated on a bi-weekly basis for the period served.

Remuneration Increases

5. Effective January 1, 2020, the base annual salary for all members of council shall be adjusted by the average annual Consumer Price Index for Whitehorse (CPI) for 2018, unless that CPI is a negative amount in which case the rate of adjustment will be zero.
6. Effective January 1, 2021, the base annual salary for all members of council shall be adjusted by the average annual Consumer Price Index for Whitehorse (CPI) for 2019, unless that CPI is a negative amount in which case the rate of adjustment will be zero.

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## Additional Benefits for the Mayor

7. The mayor is entitled to benefits including Extended Health Care, Dental Care, Short-term Disability, Long-term Disability, Group Life Insurance, Accidental Death and Dismemberment Insurance, and the Employee Assistance Program as detailed herein:
  - (1) Premiums for Extended Health Care, Dental Care, and Group Life Insurance will be paid 90% by the employer and 10% by the mayor.
  - (2) Dental coverage includes 100% basic unlimited, 50% major restorative to a yearly maximum of \$2,500.00 per person, and 50% orthodontic to a lifetime maximum of \$1,500.00 per person.
  - (3) Group Life/Accidental Death and Dismemberment is two times the annual salary rounded up to the next highest thousand.
  - (4) Short Term Disability (Weekly Indemnity) coverage is 100% employer paid. The mayor qualifies after the third day of illness and a physician's statement is required.
  - (5) The mayor will pay 100% of the premium for Long Term Disability coverage. Payments will be based upon 65% of the first \$3,500.00 monthly earnings and 55% of the remaining monthly earnings to a maximum benefit of \$4,000.00 per month.
  - (6) The mayor is entitled to time off with pay for periods of absence of three working days or less for bona fide non-occupational illness or accident, for medical, dental and optical appointments, or an illness of a member of the mayor's immediate family.
8. The mayor is entitled to the above-noted benefits as per the Management and Management Staff Employment Bylaw, but is not entitled to any of the other benefits outlined in the bylaw. With respect to vacation time, the mayor is permitted to take paid personal leave as he or she sees fit and therefore, at the end of the mayor's term of office, there will not be any entitlement to a vacation pay-out.

## Additional Benefits for Councillors

9. Councillors are entitled to benefits including Extended Health Care, Dental Care, Weekly Accident Indemnity, Accidental Death and Dismemberment Insurance, a Childcare Allowance, and the Employee Assistance Program as detailed herein:
  - (1) Premiums for Extended Health Care and Dental Care will be paid 90% by the employer and 10% by the councillor.
  - (2) Dental coverage includes 100% basic unlimited and 50% major restorative to a yearly maximum of \$2,500.00 per person.
  - (3) Weekly Accident Indemnity coverage in the amount of \$300.00 per week is available to councillors injured in an accident who are gainfully employed on a full-time basis immediately before the date of injury.

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- (4) Accidental Death and Dismemberment (\$100,000.00 Policy) includes 24 hour coverage.
- (5) Councillors with dependents living in their home who are younger than 13 years of age will be eligible to claim a childcare allowance for all official meetings of council. For the purposes of this bylaw:
  - (a) The childcare allowance will be set at an hourly rate equal to the established Yukon hourly minimum wage at the time the claim is made; and
  - (b) Official meetings include standing committee and regular council meetings, council and senior management meetings, training related to city business, and all local meetings, events or business functions where council or the mayor and city manager requires the attendance of council members.

### Deputy Mayor

10. At the beginning of council's term of office and annually thereafter, council shall appoint councillors to perform the duties of deputy mayor and reserve deputy mayor. A resolution of council is required for such appointments.

### Funding for Reimbursement of Expenses

11. Each year in the annual operating budget council will identify budget dollars to fund or reimburse members of council for expenses incurred in performing their duties as members of council. The current allocation of funding is:
  - (1) Mayor's expenses      \$10,500.00
  - (2) Councillor expenses    \$28,500.00
12. Eligible expenditures for each councillor may be funded to a maximum of \$3,750.00 annually. Included in this \$3,750.00 is a \$300.00 annual allocation for miscellaneous expenses that do not require approval of the mayor and city manager or a resolution of council.
13. All costs incurred by a councillor that are in excess of his or her annual allocation will be the personal responsibility of the said councillor unless prior approval by council resolution is received authorizing the use of another councillor's unexpended allocation.
14. The \$6,000.00 balance of the council expense budget shall be used to reimburse councillors for expenses incurred when an invitation or obligation of the entire council is delegated to one or more of its members. Unless agreed otherwise by the mayor and city manager or by council resolution, where all members of council have an invitation or obligation to attend a scheduled local meeting or function and no specific council member is delegated to attend on council's behalf, no expenses shall be funded.

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## Expenses

15. Eligible expenses include but are not limited to mileage, air fares, registration fees, meals, and lodging. Daily stipends for councillors in accordance with section 21 of this bylaw are also considered eligible expenses.
16. For an expense to be funded it must be incurred to assist members of council in performing their duties as council members.
17. Eligible expenditures normally include costs incurred for training, travel, events, functions, promotion, and other direct out-of-pocket expenses. Eligible criteria include training related to city business and expenses related to events or functions that:
  - (1) maintain council's profile in the community;
  - (2) demonstrate council's interest in community issues;
  - (3) maintain and/or enhance council's ability to make informed decisions on community issues;
  - (4) maintain and/or enhance the skills required by individual council members to effectively serve the community;
  - (5) involve liaising with other elected officials;
  - (6) involve representing the City of Whitehorse on city business; and
  - (7) are approved by the mayor and city manager or by council resolution.
18. Prior approval of council is required for funding or reimbursement of expenses incurred in conjunction with travel by members of council outside of the City of Whitehorse.
19. Notwithstanding the provisions of section 18 of this bylaw, where a councillor is designated as a city representative to the Association of Yukon Communities and expected to attend regularly scheduled meetings that may require travel to other Yukon communities, the mayor and city manager may approve requests for funding or reimbursement of expenses incurred. In such circumstances, the councillor shall give advance notice to all members of council that he or she will be out of town for this purpose.
20. Funding or reimbursement of travel expenses for all members of council will be provided in accordance with the Travel Expenses Administrative Directive.

## Daily Stipend for Councillors

21. In addition to the annual remuneration provided for in section 3 of this bylaw, and subject to section 13 herein, councillors are eligible for a daily stipend in accordance with the provisions of this bylaw. The daily stipend may be claimed for periods when councillors are engaged in representing the city at a business function or event, attending non-regular meetings related to city business, or

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participating in training related to city business. The stipend shall be paid as follows:

- (1) For periods of between one and four hours: \$100.00
- (2) For periods of four hours or more \$150.00

22. No stipend shall be paid to councillors when they are:
- (1) Representing the city at a function or event, or attending a meeting or participating in training for periods of less than one hour, or
  - (2) Attending noon hour meetings of council and senior management, or
  - (3) Attending regularly scheduled standing committee and council meetings, or special council meetings; or
  - (4) Attending regularly scheduled meetings of committees to which they are appointed as a representative of council.
23. The daily stipend provided for in section 21 of this bylaw shall be paid only with respect to periods when a councillor:
- (1) Represents the city at a business function or event that is authorized or approved in advance by the mayor and city manager or by council resolution; or
  - (2) Attends a pre-scheduled but non-regular evening or weekend meeting of council and senior management, a strategic planning workshop, a legislative workshop, or a council training session; or
  - (3) Is required to be absent from the city for six or more hours for the purpose of travel to represent the city at a business function or event that has been authorized or approved in advance by the mayor and city manager or by council resolution; or
  - (4) Acts as deputy mayor when the mayor is absent.
24. Approval by the mayor and city manager for the payment of a daily stipend applies only to councillors attending local business functions or events as a representative of the city, attending non-regular local meetings related to city business, or participating in local training related to city business. All other approvals require a resolution of council.

### Remuneration for the Next Term of Council

25. Following the completion of 18 months in office, council shall review the council remuneration bylaw and establish the types, rates and conditions of payments for the mayor and councillors for the next term of council. Review of the bylaw shall be completed in time for the remuneration for the next term of council to be established by bylaw before the current council begins the final 12 months of their term of office.

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## Bylaw Repeal

26. Bylaw 2015–22, including all amendments thereto, is hereby repealed.
27. The Council Expense Policy adopted by resolution 2007-07-06 is hereby repealed.

## Coming Into Force

28. This bylaw shall come into full force and effect on and from the 30th day of October 2018.
29. Notwithstanding section 28 of this bylaw, the mayor and councillors elected for the 2018 to 2021 term of council will be required to attend training and orientation sessions prior to being sworn in as council members. The daily stipend provisions of section 21 of this bylaw shall apply to councillors-elect attending such training or orientation sessions.
  - (1) In the event that the mayor-elect is not the incumbent, the daily stipend provisions of section 21 of this bylaw shall also apply to the mayor-elect attending such required training or orientation sessions.

**FIRST and SECOND READING:** February 12, 2018

**THIRD READING and ADOPTION:** February 26, 2018

ORIGINAL BYLAW SIGNED BY:

"Dan Curtis"

Dan Curtis, Mayor

"N. L. Felker"

Norma L. Felker, Assistant City Clerk