The Corporation of the District of Ucluelet

MUNICIPAL POLICY MANUAL

	POLICY NUMBER: 1-0530-1
REFERENCE: Council Compensation Policy	ADOPTED BY: Council on April 14, 2026
CROSS-REFERENCE:	SUPERSEDES: None
AMENDED DATE: N/A	
DEPARTMENT: Corporate Services	EFFECTIVE DATE: November 1, 2026

Policy Statement

The purpose of this policy is to establish a clear and consistent framework governing the remuneration, benefits, and reimbursement of expenses for members of Council of the District of Ucluelet. This policy is intended to ensure that compensation is fair, transparent, and reflective of the responsibilities of elected office, while aligning with prevailing practices among municipalities in British Columbia.

Scope

This policy applies to all elected officials of the District of Ucluelet, including Mayor and Councillors.

Annual Base Remuneration

Effective November 1, 2026, the annual base remuneration for the Mayor shall be set at $39,765, and the annual base remuneration for each Councillor shall be set at $19,768. These amounts shall replace all previous remuneration rates established under prior bylaws or policies.

Annual Inflation Adjustment

Beginning January 1, 2027, and on January 1 of each subsequent year, the remuneration for the Mayor and Councillors shall be adjusted automatically in accordance with the annual Consumer Price Index for British Columbia as published by Statistics Canada.

Per Meeting Compensation

In addition to base remuneration, members of Council shall be eligible to receive compensation for attendance at meetings, events, or travel days that are authorized by Council and occur outside of regular and special meetings of Council.

Compensation for such attendance shall be paid at a rate of $80 for meetings or travel days of up to four hours in duration and $160 for meetings or travel days of four hours or longer. Meetings that form part of a larger conference, seminar, or convention shall not be considered separate meetings for the purpose of additional compensation.

Meal, Per Diem Rates Allowance

When council attended authorized meetings, events or travels, members of Council will receive the meal and per diem rates allowance as established by the Canada Revenue Agency (CRA).

Expense Reimbursement

Members of Council shall be entitled to reimbursement for reasonable and necessary expenses incurred while carrying out authorized municipal business. Reimbursement shall only be provided where expenses are incurred in the course of duties approved by Council or otherwise consistent with this policy.

When travelling on District business, members of Council shall be reimbursed for transportation, accommodation, meals, and other necessary expenses. Mileage for the use of a personal vehicle shall be reimbursed at the rate prescribed by the Canada Revenue Agency, as established annually by the Government of Canada. Airfare and other forms of transportation shall be reimbursed at one hundred percent of the actual cost incurred, provided that such travel is undertaken using the most economical and practical means available, and that receipts are submitted.

Accommodation expenses shall be reimbursed at one hundred percent of the actual cost, with members encouraged to request government or corporate rates where available. Meal and per diem allowances shall be aligned with the rates established by the Canada Revenue Agency. Members shall not claim meal allowances for meals that are provided as part of a conference, event, or meeting.

Where members of Council are authorized to attend meetings or represent the District within municipal boundaries, reimbursement shall not normally be provided for meals or mileage unless otherwise specifically authorized.

The Mayor, and any Councillor acting in the capacity of the Mayor, shall be entitled to reimbursement for reasonable expenses incurred in hosting or entertaining guests of the District or otherwise promoting the interests of the municipality, provided such expenses are appropriate and documented.

All expenditures under this policy shall be subject to the limits established in the District's Five-Year Financial Plan, and Council members are expected to exercise reasonable judgment and fiscal responsibility in all spending.

Travel and Expense Guidelines

Members of Council shall arrange travel using the most economical and efficient means available, taking into consideration cost, convenience, and the requirements of the trip. Where a personal vehicle is used in place of air travel for long-distance travel, reimbursement shall be limited to the lesser of the equivalent economy airfare and related ground transportation or the applicable mileage rate.

Receipts must be submitted for all expenses, except where a per diem or allowance applies. Expenses for in-room entertainment, personal services, or other non-essential items shall not be reimbursed. Where a member of Council stays with friends or relatives while travelling on District business, a hosting allowance of $50 per night may be claimed in lieu of accommodation costs.

If a member of Council travels with a spouse or family member, the District shall not be responsible for any additional costs incurred as a result, except for a modest incremental accommodation cost where applicable. An exception may be made for limited spousal participation in official events associated with the annual convention of the Union of British Columbia Municipalities, in accordance with past practice.

Members of Council shall submit expense claims promptly following completion of travel, using the prescribed forms and providing all required documentation to the Chief Administrative Officer. Council members are expected to submit expense claims within sixty (60) days of completing travel and all claims should be submitted no later than the end of the calendar year in which the expenses were incurred.

Benefits

The District of Ucluelet may provide members of Council with access to extended health and dental insurance benefit plans. Eligibility for and commencement of benefit coverage are subject to the terms and guidelines established by the benefits provider.

The cost of premiums for such plans shall be paid by the District. Participation in these benefit programs shall be optional; however, members who elect not to participate shall not be entitled to receive any cash payment or equivalent compensation in lieu of benefits.

Compensation Review

The District of Ucluelet shall undertake an independent review of Council remuneration, benefits, and expenses every four years, to be conducted in the year prior to a general local election. The purpose of the review is to ensure that compensation remains fair, competitive, and reflective of the responsibilities of elected office, as well as local economic conditions and cost of living.

Repeal and Effective Date

This policy replaces and supersedes “Council Remuneration, Expense Reimbursement and Benefits Bylaw No. 1226, 2017”. This policy shall take effect on November 1, 2026.

Marilyn McEwen
Mayor

Richard Harding
Chief Administrative Officer