

CITY OF WHITEHORSE
BYLAW 2023-21

A Bylaw to provide for the types, rates and conditions of payments for the Mayor and Councillors for the 2024 to 2028 Term of Office.

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 and with other comparable 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 2024 to 2028 Term of Office shall be \$115,569.69 adjusted by the average Consumer Price Index (CPI) for Whitehorse for the previous two calendar years, effective from November 1, 2024 to December 31, 2028 inclusive, unless that CPI is a negative amount, in which case the rate of adjustment will be zero.
3. The basic annual remuneration for each Councillor during the 2024 to 2028 Term of Office shall be \$41,605.42 adjusted by the average CPI for the previous two calendar years, effective from November 1, 2024 to December 31, 2028 inclusive, unless that CPI is a negative amount, in which case the rate of adjustment will be zero.
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 November 1, 2024, the base annual salary for all members of Council shall be adjusted by the average change in the CPI for Whitehorse over the previous two calendar years, applied as required annually on November 1, 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

6. 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 per person, and 50% orthodontic to a lifetime maximum of \$1,500 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 monthly earnings and 55% of the remaining monthly earnings to a maximum benefit of \$4,000 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.
7. The Mayor is entitled to the above-noted benefits as per the Management and Confidential Exclusion Bylaw, but is not entitled to any of the other benefits outlined in the Bylaw.
8. With respect to vacation time, the Mayor is permitted to take paid personal leave as they see 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 per person.

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- (3) Weekly Accident Indemnity coverage in the amount of \$300 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.
- (4) Accidental Death and Dismemberment (\$100,000 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 of \$20 an hour per child; 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
 - (2) Councillor expenses \$34,500
12. Eligible expenditures for each Councillor may be funded to a maximum of \$4,750 annually. Councillors are allowed to use up to \$300 of this annual allocation for expenses eligible under this Bylaw, without requiring the approval of the Mayor and City Manager or a Resolution of Council.
13. For an expense to be funded it must be incurred to assist members of Council in performing their duties as Council members.
14. All costs incurred by a Councillor over their annual allocation will be the personal responsibility of the Councillor unless approval is received authorizing the use of another Councillor's unexpended allocation.
15. The \$6,000 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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16. 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.
17. Notwithstanding the provisions of Section 16 of this Bylaw, the Mayor will not be required to obtain the prior approval of Council for expenses related to travel outside of Whitehorse provided the total amount is anticipated to be less than \$1,500. In such circumstances, prior to travel, the Mayor shall submit the expense approval required under the Council Expense Policy and provide notice to Council that they are attending those meetings.
18. Notwithstanding the provisions of Section 16 of this Bylaw, when Councillors are attending the Association of Yukon Communities (AYC) scheduled meetings that may require travel to other Yukon communities, the Mayor and City Manager may approve request for funding or reimbursement of expenses incurred that are anticipated to be less than \$1,500. In such circumstances, prior to travel, the Councillors shall submit the expense approvals required under the Council Expense Policy and provide notice to Council that they are attending those meetings.

Expenses

19. Eligible expenses include but are not limited to mileage, air fare, registration fees, meals, and lodging. Daily stipends for Councillors in accordance with Section 21 of this Bylaw are also considered eligible expenses.
20. 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 on City business; and
 - (7) are approved by the Mayor and City Manager or by Council Resolution.

Daily Stipend for Councillors

21. In addition to the annual remuneration provided for in Section 3 of this Bylaw, Councillors are eligible for a daily stipend in accordance with the provisions of this Bylaw.

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22. 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 participating in training related to City business. The stipend shall be paid at a rate of \$50 per hour up to a maximum of 8 hours.
23. 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/or 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.
24. The daily stipend provided for in Section 22 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 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 to represent the City at a business function or event that has been authorized or approved by the Mayor and City Manager or by Council Resolution as required; or
 - (4) Acts as Deputy Mayor when the Mayor is absent.
25. 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, participating in local training related to City business, or as part of travel expenses under \$1,000. All other approvals require a Resolution of Council.

Remuneration for the Next Term of Council

26. 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

27. Bylaw 2020-27, including all amendments thereto, is hereby repealed.

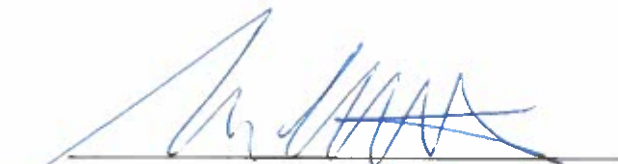
Coming into Force

28. This Bylaw shall come into full force and effect on and from November 1, 2024.

29. Notwithstanding Section 29 of this Bylaw, the Mayor and Councillors elected for the 2024 to 2028 Term of Office 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: October 10, 2023
THIRD READING and ADOPTION: October 23, 2023



Laura Cabott, Mayor





Wendy Donnithorne, City Clerk