	POLICY	No.	7.6
FORT ST. JAMES DISTRICT	**COUNCIL REMUNERATION AND EXPENSES**	Effective Date	August 25, 2026
		Revision Letter	**M**
		Council Approval	2026-18-03

1.0 PURPOSE

1.1. To establish a comprehensive Council remuneration framework including base remuneration, benefits, travel, and reimbursement of expenses incurred in the performance of their office.

2.0 SCOPE

2.1. This policy applies to all members of the District of Fort St. James Council.

3.0 DEFINITIONS

3.1. **Authorized District Business** means an activity undertaken by a member of Council in their official capacity where attendance, participation, or travel is authorized by the Mayor, Chief Administrative Officer, or Council resolution.

3.2. **District** means the District of Fort St. James.

3.3. **Caregiving** means temporary care or supervision provided for a child, dependent, or family member who requires care or supervision.

3.4. **Council** means the elected officials for the District of Fort St. James, including the Mayor and each Councillor.

4.0 POLICY

Base Remuneration

4.1. Base remuneration compensates a member of **Council** for the performance of the duties of elected office, except where this Policy expressly provides for additional remuneration or reimbursement.

4.2. Effective January 1, 2026, the Mayor shall be paid annual base remuneration of $24,449.62.

4.3. Effective January 1, 2026, each Councillor shall be paid annual base remuneration of $12,723.62.

4.4. Effective January 1, 2027, and on January 1 of each subsequent year, the annual base remuneration established under sections 4.2 and 4.3 shall be adjusted by the percentage change in the annual average British Columbia All-items Consumer Price Index for the immediately preceding calendar year, as published by Statistics Canada.

4.5. Base remuneration shall be paid in equal bi-weekly instalments through the **District's** regular payroll cycle.

4.6. Where a member of Council holds office for only part of a year, annual base remuneration shall be prorated for the period during which the member holds office.

Additional Remuneration

4.7. In addition to base remuneration, a member of **Council** may claim additional remuneration for the following **Authorized District Business:**

(a) attendance at a meeting, conference, convention, training session longer than 2 hours, or another event as an authorized representative of the **District**; or

(b) attendance at a meeting of a committee, other than a Committee of the Whole, board, commission, or organization to which the member has been appointed by **Council**.

4.8. For clarity, additional remuneration is not payable for:

(a) regular, special, or closed meetings of Council;

(b) public hearings or other hearings or proceedings held;

(c) preparation for meetings or events; or

(d) ceremonial, social, or community events attended at the member's discretion.

Expense Claims

4.9. Claims for additional remuneration or reimbursement shall be submitted in the form and manner prescribed by the Chief Financial Officer and supported by such documentation as the Chief Financial Officer may require.

4.10. A member of Council shall not approve or be a signatory on the cheque for their own expense claim.

4.11. Additional remuneration and expenses shall only be paid in accordance with Table 1 of Schedule "A" and may be claimed for eligible activities attended in person or by electronic means.

4.12. All expense and additional remuneration claims shall be approved by the Chief Administrative Officer or their designate.

Travel & Transportation

4.13. Where practical, the **District** shall arrange and pay directly for transportation, accommodation, conference registration, and other similar travel-related expenses incurred by a member of **Council** while undertaking **Authorized District Business**.

4.14. Travel outside of Fort St. James shall only be reimbursed if it is for **Authorized District Business** and in accordance with Table 2 of Schedule "A".

4.15. Other incidental expenses incurred for **Authorized District Business** may be reimbursed subject to the approval of the Chief Administrative Officer or by Council resolution.

4.16. A member of **Council** may be reimbursed for the actual additional cost of business-use vehicle insurance required for use of their personal vehicle.

4.17. Where a member of **Council** elects to travel by personal vehicle when air travel is a reasonable alternative, reimbursement shall not exceed the reasonable cost of equivalent economy airfare together with ground transportation or mileage to and from the applicable airport, unless otherwise approved by the Chief Administrative Officer.

Meals

4.18. A member of **Council** may claim a meal allowance in accordance with Table 2 of Schedule "A" where **Authorized District Business** reasonably requires the member to be away from their residence during the applicable meal period.

4.19. Where a meeting, conference, convention, or other event offers an optional banquet, meal, activity, or other function for an additional registration fee, the **District** shall pay the actual cost of that function where the member of **Council** elects to attend.

4.20. A member of **Council** may not claim a meal allowance where a meal is provided as part of a meeting, conference, convention, or other event, except where that meal does not meet dietary restrictions.

Advances

4.21. The Chief Financial Officer may authorize a travel advance to a member of **Council** based on the estimated amount payable under this Policy, including applicable meal per diems and anticipated eligible travel expenses not paid directly by the **District**.

Caregiving

4.22. A member of **Council** may be reimbursed for reasonable **Caregiving** expenses necessarily incurred to enable the member to perform the duties of elected office and **Authorized District Business** in accordance with Table 2 of Schedule "A".

4.23. Notwithstanding section 4.22., reimbursement is not available for **Caregiving** that would ordinarily have been provided to the member without charge.

Mobile Phones

4.24. A Councillor may claim reimbursement for mobile phone expenses associated with their duties of office to the maximum monthly amount in accordance with Table 2 of Schedule "A".

4.25. The Mayor shall be provided a mobile phone and phone plan paid by the **District**.

Benefits

4.26. The **District** shall enroll each member of **Council** for single coverage extended health and dental benefits equivalent to those provided under the District's Management Group, with all applicable premiums paid by the **District**.

4.27. A member of **Council** is not entitled to benefits under section 4.26. while the member receives extended health and dental benefits from the Regional District of Bulkley-Nechako by virtue of serving as the **District's** appointed representative to the Regional District.

4.28. A member of **Council** is eligible for benefits under section 4.26. only until the age of 70, consistent with the termination age of the **District's** group benefit plan.

5.0 RESPONSIBILITIES

5.1. Staff are responsible for:

(a) reviewing this policy at least once per election cycle; and

(b) remunerating Council in accordance with this policy.

5.2. Council is responsible for approving this policy.

6.0 DOCUMENT APPROVALS

Role	Position	Name	Date Approved
Author	Corporate Officer	Alexander Bihori	August 20, 2026
Reviewer	Chief Administrative Officer	Rachelle Willick	August 21, 2026
Final Approver	Mayor and Council	Martin Elphee	August 25, 2026

Schedule "A"

Remuneration and Reimbursement Rates

Table 1 **Additional Remuneration**	
Category	**Rate**
Meeting / Event within Fort St. James:	
less than 2 hours	$25.00
2 to 4 hours	$50.00
over 4 hours	$100.00
Meeting / Event outside Fort St. James	$200.00

Table 2 **Travel & Other Expenses**	
Category	**Rate**
Meal Per Diem for Greater Vancouver / Greater Victoria:	
Breakfast	$30.00
Lunch	$30.00
Dinner	$60.00
Full-Day	**$120.00**
Meal Per Diem for the rest of British Columbia:	
Breakfast	$20.00
Lunch	$30.00
Dinner	$45.00
Full-Day	**$95.00**
Hotel Accommodation (receipts required)	Actual cost
Private Accommodation in lieu of a hotel (per night)	$50.00
Airfare and associated expenses (receipts required)	Actual cost
Rental Vehicle (receipts required)	Actual cost
Taxi/Bus Fares (receipts required)	Actual cost
Parking (receipts required)	Actual cost
Personal Vehicle Use (per kilometre)	Private Vehicle allowance rate established in the Province of British Columbia's Appendix 1 – Travel Allowances
Councillor's personal mobile phone (per month)	$50.00
Caregiving (receipts required)	Actual cost Max of $100 per day