



## Board Remuneration Committee Meeting

Wednesday, April 29, 2026

Zoom/Board Room (Hybrid) – 3008 Fifth Avenue, Port Alberni, BC

9:00am

### Regular Agenda

---

Watch the meeting live at: <https://www.acrd.bc.ca/events/29-4-2026/>

Register to participate via Zoom Webinar at:

[https://acrd-bc-ca.zoom.us/webinar/register/WN\\_sQtgDsf3T6GibNTnEScWig](https://acrd-bc-ca.zoom.us/webinar/register/WN_sQtgDsf3T6GibNTnEScWig)

---

PAGE #

1. **CALL TO ORDER**

**Recognition of Territories.**

Notice to attendees and delegates that this meeting is being recorded and livestreamed to YouTube on the Regional District Website.

Introductions - Committee Members and Staff present in the Boardroom and on Zoom.

2. **APPROVAL OF AGENDA**

*(motion to approve, including late items requires ALL VOTE 2/3 majority vote)*

3. **DECLARATIONS**

*(conflict of interest)*

4. **INVITED PRESENTATIONS**

5. **DELEGATIONS (10 minute maximum)**

6. **ADOPTION OF MINUTES**

a. **Board Remuneration Committee meeting – April 8, 2026**

3-5

*THAT the minutes of the Board Remuneration Committee meeting held on April 8, 2026 be adopted.*

**7. PUBLIC INPUT PERIOD**

*(15 minutes total. Public will be permitted to speak for up to 3 minutes on an agenda item. No video, use of presentations, handouts, or props are permitted. Virtual attendees, raise your hand in Zoom to request to speak. In-person attendees, raise your hand to request to speak.*

**8. CORRESPONDENCE FOR INFORMATION**

**9. CORRESPONDENCE FOR ACTION**

**10. REQUEST FOR DECISION REPORTS**

**11. REPORTS**

**11.1 STAFF REPORTS**

- a. 2026 Board Remuneration Committee — 2<sup>nd</sup> Meeting

**6-17**

*THAT the Board Remuneration Committee receives the Report a.*

**12. OTHER BUSINESS (including Late Items)**

*Late Items are defined as matters arising after the preparation of the agenda which, if not acted upon in a timely manner, would prejudice or compromise either the Regional District's position or the position of a constituent or group of constituents.*

**13. QUESTION PERIOD**

*(15 minutes total. Public will be permitted to ask questions for up to 3 minutes on an agenda item. No video, use of presentations, handouts, or props are permitted. Virtual attendees, raise your hand in Zoom to request to speak. In-person attendees, raise your hand to request to speak).*

**14. ADJOURN**



## ALBERNI-CLAYOQUOT REGIONAL DISTRICT

### MINUTES OF THE BOARD REMUNERATION COMMITTEE MEETING

HELD ON WEDNESDAY, APRIL 8, 2026, 9:00 AM

Hybrid - Zoom/Board Room, 3008 Fifth Avenue, Port Alberni, BC

---

**MEMBERS** Roberta Jensen, Member-at-large  
**PRESENT:** John McNabb, Chairperson, Previous Elected Director  
Stefan Ochman, Previous Elected Director

**STAFF PRESENT:** Cynthia Dick, General Manager of Administrative Services  
Heather Zenner, Manager of Administrative Services  
Shane Koren, Acting Chief Financial Officer

The meeting can be viewed on the Alberni-Clayoquot Regional District website at:  
<https://www.acrd.bc.ca/events/8-4-2026/>

#### 1. **CALL TO ORDER**

The General Manager of Administrative Services (GMAS) called the meeting to order at 9:04 am.

The GMAS recognized this meeting is being held throughout the Nuu-chah-nulth territories.

The GMAS reported this meeting is being recorded and livestreamed to YouTube on the Regional District website.

Introductions - Committee Members and Staff present in the Boardroom and via Zoom.

*The Motion was MOVED and SECONDED*

*THAT John McNabb be appointed as the Chairperson for the Board Remuneration Review Committee.*

**CARRIED UNANIMOUSLY**

#### 2. **APPROVAL OF AGENDA**

*The Motion was MOVED and SECONDED*

*THAT the agenda be approved as amended to include the following late items under 11.1 (a) Staff Reports: 2026 Board Remuneration Committee- 1<sup>st</sup> Meeting:*

- *District of Ucluelet Council Remuneration*

- *Regional District of Mount Waddington Board Remuneration*

**CARRIED UNANIMOUSLY**

**3. DECLARATIONS**

**4. INVITED PRESENTATIONS**

**5. DELEGATIONS (10 minute maximum)**

**6. ADOPTION OF MINUTES**

**7. PUBLIC INPUT PERIOD**

**8. CORRESPONDENCE FOR INFORMATION**

**9. CORRESPONDENCE FOR ACTION**

**10. REQUEST FOR DECISION REPORTS**

**11. REPORTS**

**11.1 STAFF REPORTS**

- a. 2026 Board Remuneration Committee — 1<sup>st</sup> Meeting

*The Motion was MOVED and SECONDED*

*THAT the Board Remuneration Committee receive report a.*

**CARRIED UNANIMOUSLY**

**12. OTHER BUSINESS (including Late Items)**

**13. QUESTION PERIOD**

**14. IN-CAMERA**

**15. REPORT OUT – RECOMMENDATIONS FROM IN-CAMERA**

**16. ADJOURN**

*The Motion was MOVED and SECONDED*

*THAT this meeting be adjourned at 10:18 am.*

**CARRIED UNANIMOUSLY**

Certified Correct:

---

John McNabb  
Chairperson

---

Cynthia Dick,  
General Manager of Administrative Services



**To:** ACRD Board Remuneration Committee

**From:** Heather Zenner, Manager of Administrative Services  
Shane Koren, CPA, Acting Chief Financial Officer

**Meeting Date:** April 29, 2026

**Subject:** 2026 Board Remuneration Committee – 2<sup>nd</sup> Meeting

**Purpose:**

To have the Board Remuneration Committee review Board Remuneration, Expenses and Benefits Bylaw No. A1090 and related documentation, and provide recommendations to the Board of Directors in July 2026 for potential amendments, prior to the local government elections in October 2026.

**Summary:**

The finance department with assistance from the Executive Assistant administer Bylaw A1090.

Attachments to this report include:

- 2022-2024 Statement of Financial Information – Schedule of Remuneration and Expenses for Elected Officials
- ACRD Director Device Acknowledgement Form
- Ministry of Housing and Municipal Affairs – Circular regarding Parental Leave

The following list of topics are presented as a starting point for a continuation of the 2026 Board Remuneration Committee to commence the review process.

**Emergency Operations Centre (EOC) and Other Emergencies**

Historically, ACRD directors have not been remunerated for time spent as part of or in a EOC. In BC emergency legislation, elected officials have defined governance and decision-making roles during emergencies; however, Emergency Management BC does not allow Director remuneration as a reimbursable cost. As such, if the Committee determines it would like to recommend EOC remuneration be included, set qualifications and requirements should be recommended to guide the remuneration, such as the EOC Director be responsible for confirming and approving Director involvement in the EOC at which they should be paid at a hourly or set rate per meeting in instances where a Director is requested for items such as media briefings, policy groups, or directly invited to attend EOC related activities.

As these costs would not be reimbursable, close monitoring of the remuneration would need to occur during a EOC, as well as a annual budget allocation would be recommended.

### Director Vehicle Usage

The Committee requested an analysis of current Director owned vehicle kilometer expense claims and a comparison of purchasing, leasing, or financing a hybrid or electric vehicle for Director usage. The analysis below shows

- Paying cash – There is currently no funds budgeted for a Director Vehicle and would form part of the 2027 budget discussions
- Hybrid (Toyota RAV4) – Expended annual costs of \$9,007 - \$10,749
- Electric (Toyota bZ) – Expended annual costs of \$7,574 - \$9,008

Year	Expense	Total Amount	Notes
Annual	Lease - Rav4	\$ 6,598.80	Standard Package LE - 60 Month Lease
Annual	Finance - Rav4	\$ 8,032.00	Standard Package LE - 72 Month Finance
Annual	Vehicle Maintenance	\$ 670.00	Monthly Maintenance @ \$35 - New tires every 4 years @ \$1,000
Annual	Fuel	\$ 306.00	250 KMS per month, at 5.1L/100 KM fuel rating at \$2.00 per L
	Expected Annual Cost	\$7,574.80 - \$9,008.08	

Year	Expense	Total Amount	Notes
Annual	Lease - bZ	\$ 8,234.72	Standard Package LXE - 60 Month Lease
Annual	Finance - bZ	\$ 9,976.83	Standard Package LXE - 72 Month Finance
Annual	Vehicle Maintenance	\$ 670.00	Monthly Maintenance @ \$35 - New tires every 4 years @ \$1,000
Annual	Electricity	\$ 102.56	250 KMS per month, at \$0.1187/kWh battery 71-73 kWh
	Expected Annual Cost	\$9,007.28 - \$10,749.39	

The 2025 Director kilometre expense claims amounted to \$6,742. Staff also assessed the likelihood of ensuring Direct shared vehicle usage and noted that UBCM and AVICC were the only likely events in which shared vehicle usage would be reasonable. The coordination of vehicle sharing is estimated to take up to 30 hours of additional staff time per year, does not include Director mileage to the ACRD office and only allows up to 5 Directors per vehicle.

The ACRD does not, currently, have a stipulation requiring or specifying reimbursement of Director vehicle insurance for business use.

Year	Expense	Total Amount	Notes
Annual	Insurance Coverage for Work	\$ 1,960.00	14 Director at \$140.00 per Director

### Advisory Planning Committee Meetings

The Committee requested an analysis of additional costs related to Director meeting remuneration for Advisory Planning Commission meetings. The below has an estimated annual cost of \$2,320 which is based on data from 2023-2025 and with expected meeting lengths of under 3 hours; however, based on

2025 figures and growth in the number of annual meetings year-over-year, this cost may be upwards of \$3,000.

Year	# of meetings	Committee Meeting or Public Hearing - Up to 3 hours
2023	19	\$ 1,653.00
2024	29	\$ 2,523.00
2025	32	\$ 2,784.00
	Average Estimated Annual Cost	\$ 2,320.00

### ACRD Purchased Technology Equipment

A preliminary discussion on ACRD purchased technology equipment occurred at the April 8, 2026 Remuneration Committee meeting. Staff identified that the current bylaw allows each Electoral Area Director to be provided an iPad or laptop to conduct Regional District business. Staff also discussed the option of Directors being provided a cash value amount to purchase their own technology; however, this option is not recommended due to security and privacy concerns. An ACRD provided laptop or iPad better allows IT and administrative staff the ability to support directors in the use of this technology.

The following statement is acknowledged and agreed to by ACRD Directors when Directors are provided with an ACRD laptop or iPad:

*“Upon resignation from the ACRD Board, Directors will return the property, including all accessories, to the Alberni-Clayoquot Regional District. Alternatively, Directors may purchase the device at fair market value. Fair market value is designated as 50% after one year of the original purchase price, 25% after two years, 10% after three years. If Directors elect to purchase the device they will provide it to Alberni-Clayoquot Regional District IT Department to be cleansed of all Alberni-Clayoquot Regional District data and software”.*

The committee may wish to consider adding the fair market purchase price language to the Board Remuneration bylaw, including a ‘no cost for the device at the four-year mark or later’ and clarifying that no funding will be provided to the purchase of personal equipment.

### Board Member Recognition Policy

A preliminary discussion on a Board Member Recognition Policy occurred at the April 8, 2026 Remuneration Committee meeting where staff identified that the ACRD does not currently have a Board Member Recognition Policy. Current practice is for staff to arrange gifts for outgoing directors; however, without a policy, inconsistent practices are likely to occur over time.

The committee may wish to consider a policy that would outline the preferred approach to Board Member Recognition. Many Vancouver Island Local Government utilize the following approach:

Full Terms on Council	Value of Gift
1	\$50
2	\$20/year of service
3	\$30/year of service
4 or more	\$50/year of service (to a \$1000 max)

Additionally, staff have historically arranged a gathering with appetizers and refreshments at the ACRD office to acknowledge outgoing Directors and provide them with their gifts.

#### Extended Health and Dental Benefits for Elected Officials

In 2024, there was a request from the ACRD Board of Directors for staff to look into extended health and benefits coverage for elected officials. Information was included in the last Board Remuneration Review committee agenda package. Staff have contacted our benefits provider to request updated rates; however, they are currently in the process of conducting a comprehensive review of plan options for elected officials and anticipate having the information by May 1, 2026. A verbal update will be provided to the committee if any additional information is received prior to the next meeting date.

#### Engagement with current ACRD Board of Directors

The committee may wish to consider how to engage with the current ACRD Board of Directors, such as setting up individual interviews with interested directors, and/or a survey. Should interviews be considered, staff request that the committee propose dates in May to conduct these interviews. Should a director survey be considered, staff request that the committee suggest survey questions.

#### Financial:

The total Cost to the ACRD for Director remuneration, expenses and benefits by year is as follows:

<b>Year</b>	<b>Total Amount</b>
2022	\$ 197,600.00
2023	\$ 217,974.00
2024	\$ 242,931.00

A document from the Ministry of Housing and Municipal Affairs regarding parental leave is attached for information only. Recent legislative changes allow for 26 consecutive weeks of parental leave for local elected officials due to the birth or adoption of a board member's child or children. This leave ensures that local elected officials are not disqualified for missing board meetings and are entitled to full remuneration during their parental leave.

#### Strategic Plan Implications:

n/a

#### Policy or Legislation:

Board Remuneration, Expenses and Benefits Bylaw No. A1090 is the authority for remunerating the elected officials.

Submitted by: Heather Zenner  
Heather Zenner, MA, Manager of Administrative Services

Approved by: Cynthia Dick  
Cynthia Dick, General Manager of Administrative Services

**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT**  
**Schedule of Remuneration and Expenses**

1. **Elected Officials**

<b>Name</b>	<b>Position</b>	<b>Remuneration</b>	<b>Expenses</b>
Beckett, Robert	Director	\$14,091	\$2,297
Boyko, Fred	Director	\$15,162	\$1,756
Cote, Penny	Director	\$22,315	\$15,514
Cootes, Moriah	Director	\$0	\$3,909
Haggard, Deborah	Vice-Chairperson	\$11,931	\$727
Jack, John	Chairperson	\$17,748	\$4,717
Johnsen, Kirsten	Director	\$11,817	\$6,298
Lacoursiere, Rene	Alternate Director	\$980	\$0
Law, Daniel	Alternate Director	\$454	\$598
Mastrangelo, Levana	Director	\$9,977	\$1,048
McEwen, Marilyn	Director	\$9,978	\$908
McLeman, Jack W	Alternate Director	\$1,647	\$0
Minions, Sharie	Director	\$10,088	\$0
Patola, Todd	Alternate Director	\$475	\$0
Price, Sharon	Alternate Director	\$200	\$0
Roberts, Kelvin J	Alternate Director	\$865	\$334
Roth, Susan	Director	\$14,176	\$0
Schmitt, Robert	Alternative Director	\$390	\$256
Siga, Vaida	Director	\$17,326	\$8,183
Sparrow, Mike	Director	\$16,216	\$9,687
Stere, Thomas	Director	\$10,113	\$750
<b>Total Elected Officials</b>		<b>\$185,949</b>	<b>\$56,982</b>

**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT**  
**Schedule of Remuneration and Expenses**

1. **Elected Officials**

<b>Name</b>	<b>Position</b>	<b>Remuneration</b>	<b>Expenses</b>
Beckett, Robert	Director	\$14,168	\$7,723
Boyko, Fred	Director	\$15,643	\$1,393
Cote, Penny	Director	\$19,965	\$8,903
Cootes, Wilfred	Director	\$0	\$2,989
Haggard, Deborah	Vice-Chairperson	\$11,771	\$0
Jack, John	Chairperson	\$16,728	\$3,743
Johnsen, Kirsten	Director	\$10,592	\$5,116
Lacoursiere, Rene	Alternate Director	\$634	\$41
Law, Daniel	Alternate Director	\$673	\$576
Mastrangelo, Levana	Director	\$2,853	\$4,135
McEwen, Marilyn	Director	\$11,225	\$1,550
McLeman, Jack W	Alternate Director	\$466	\$191
Minions, Sharie	Director	\$9,493	\$0
Patola, Todd	Alternate Director	\$1,032	\$57
Price, Sharon	Alternate Director	\$195	\$0
Roberts, Kelvin J	Alternate Director	\$948	\$401
Roth, Susan	Director	\$14,174	\$0
Siga, Vaida	Director	\$16,837	\$3,364
Solda, Cindy	Alternate Director	\$848	\$0
Sparrow, Mike	Director	\$10,352	\$7,191
Stere, Thomas	Director	\$10,142	\$736
Touchie, Jenny	Director	\$375	\$751
<b>Total Elected Officials</b>		<b>\$169,114</b>	<b>\$48,860</b>

**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT**  
**Schedule of Remuneration and Expenses**

1. **Elected Officials**

<b>Name</b>	<b>Position</b>	<b>Remuneration</b>	<b>Expenses</b>
Beckett, Robert	Director	\$15,988	\$2,292
Bodnar, Dianne	Director	\$12,035	\$2,970
Boyko, Fred	Director	\$2,800	\$473
Cole, Rachelle	Director	\$9,388	\$220
Corbeil, Ronald	Director	\$6,440	\$0
Cote, Penny	Director	\$18,040	\$6,376
Haggard, Deborah	Director/Vice-Chairperson	\$2,746	\$0
Jack, John	Chairperson	\$16,597	\$2,130
Johnsen, Kirsten	Director	\$12,649	\$4,637
Lacoursiere, Rene	Alternate Director	\$454	\$13
McCarthy, Alan	Director	\$0	\$150
McEwen, Marilyn	Director	\$2,683	\$565
McNabb, John	Director/Vice-Chairperson	\$15,126	\$4,487
Minions, Sharie	Director	\$10,515	\$0
Roberts, Kelvin	Director	\$14,186	\$3,890
Roth, Susan	Director	\$2,800	\$0
Shannon, Tanya	Director	\$11,248	\$0
Siga, Vaida	Director	\$2,900	\$855
Solda, Cindy	Alternate Director	\$372	\$0
Sparrow, Mike	Director	\$1,062	\$0
Stere, Thomas	Director	\$10,513	\$0
<b>Total Elected Officials</b>		<b>\$168,542</b>	<b>\$29,058</b>



### Board of Directors – Laptop/iPad Acknowledgement

I, \_\_\_\_\_, acknowledge receipt and assignment of the following Alberni-Clayoquot Regional District property:

- 1- iPad Pro, 32gb tablet with serial #: \_\_\_\_\_

I understand that the above-noted equipment is issued to me primarily for business purposes and belongs to the Alberni-Clayoquot Regional District. When using the device for personal matters I will use my discretion to ensure that the use is appropriate. I will undertake reasonable care when using the device to keep it secure and in good operating condition.

When using the device, I will responsibly manage and protect regional district information that I have access to, and ensure that the integrity and confidentiality of that information is not compromised. I will not disclose or provide access to sensitive or confidential information that is not available to the general public. I acknowledge that I have a duty to maintain the confidentiality of all information in accordance with the Community Charter.

In the event of my resignation from the Board of Directors I will return the property, including all accessories, to the Alberni-Clayoquot Regional District. Alternatively, I may purchase the device at fair market value. Fair market value is designated as 50% after one year of the original purchase price, 25% after two years and 10% after three years. If I elect to purchase the device I will provide it to Alberni-Clayoquot Regional District IT Department to be cleansed of all Alberni-Clayoquot Regional District data and software.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

April 2, 2026

CLIFF: 190646

To: All Chief Administrative Officers and Corporate Officers:

Re: Bill 17 Housing and Municipal Affairs Statutes (Codes of Conduct) Amendment Act, 2026, and Bill 18 Housing and Municipal Affairs Statutes (Parental Leave) Amendment Act, 2026

On April 2, Bill 17 and Bill 18 were introduced in the Legislature. These Bills propose to amend various sections in the *Community Charter*, *Local Government Act*, and the *Vancouver Charter*, with consequential amendments to the *Islands Trust Act* and *Cultus Lake Park Board Act*.

The purpose of this circular is to provide an overview of the changes made to legislation regarding codes of conduct and parental leave for local elected officials. Some of the amendments come into effect right away, while others will come into effect after the 2026 general local elections.

We encourage local governments to review the amendments and consider how they may incorporate the changes into training and orientation materials for new councils and boards following the 2026 general local elections. Further guidance to help you prepare for these changes will be made available in summer and early fall of 2026.

**Code of Conduct Key Changes:**

- Authority for the province to prescribe a code of conduct by regulation that applies to all local governments in B.C.
- Requirement for all local elected officials to comply with a Provincial code of conduct established by regulation.
- Establishes a code complaint, investigation and sanction process in legislation.
- Requirement that code of conduct complaints be referred to an investigator.
- Authorities of investigators on receiving a code complaint is prescribed in legislation.
- Sanctions that may be recommended by an investigator for a code breach.

- If an investigator report recommends sanctions, the report is considered at a closed meeting.
- If a council or board decides to not impose the recommended sanctions, they must provide reasons for its decision that are included in a public summary.
- Public reporting requirements for code complaints to support transparency and accountability.

**Parental Leave Key Changes:**

- Provides 26 consecutive weeks of parental leave for local elected officials due to the birth or adoption of a council or board member's child or children.
- Allows local elected officials to start their leave as early as 4 weeks ahead of the expected birth or adoption.
- Entitles local elected officials to full remuneration during their parental leave but provides the option to decline remuneration, if they wish to do so.
- Ensures local elected officials are not disqualified for missing council or board meetings during their parental leave.
- Provides that local elected officials on parental leave continue to hold office but cannot exercise any power or duty as an elected official while on leave, meaning they cannot participate in local government decision making while on leave. They will still be able to participate in community events or similar activities allowing them to stay connected within their communities.
- Allows the minister to take certain actions to ensure that quorum can still be met while an elected official is on parental leave.
- Establishes that parental leave ends after 26 consecutive weeks or the end of the term; whichever is earlier.
- Retains local governments' ability to establish their own parental leave policies that go beyond the provincial minimum entitlement.

If you have questions regarding the amendments related to the local government legislation, please contact our Governance and Structure Branch by phone at: 250-387-4020 or by email at [LGGovernance@gov.bc.ca](mailto:LGGovernance@gov.bc.ca).

This circular is provided for information only and should not be considered legal advice or be a substitute for legal advice.

I will provide another update when further guidance and resources for local governments are available on our website beginning in summer 2026.

Yours truly,

A handwritten signature in cursive script, appearing to read "Tara Faganello".

Tara Faganello  
Assistant Deputy Minister  
Local Government Division  
Ministry of Housing and Municipal Affairs