



## Board Remuneration Committee Meeting

Wednesday, April 8, 2026

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

9:00 am

### Regular Agenda

---

Watch the meeting live at: <https://www.acrd.bc.ca/events/8-4-2026/>

Register to participate via Zoom Webinar at:

[https://acrd-bc-ca.zoom.us/webinar/register/WN\\_dk\\_ud7QCRgmQIKG13-kGfw](https://acrd-bc-ca.zoom.us/webinar/register/WN_dk_ud7QCRgmQIKG13-kGfw)

---

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 - Board 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 or gifts exceeding \$250 in value as per section 106 of the Community Charter)*

4. **INVITED PRESENTATIONS**

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

6. **ADOPTION OF MINUTES**

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**

(ALL/UNWEIGHTED)

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

3-93

*THAT the Board Remuneration Committee receives the Reports 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. **IN CAMERA**

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

16. **ADJOURN**



**To:** ACRD Board Remuneration Committee

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

**Meeting Date:** April 8, 2026

**Subject:** 2026 Board Remuneration Committee – 1<sup>st</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:

- Board Remuneration Review Policy
- A1090, Board Remuneration, Expenses, and Benefits Bylaw (Consolidated)
- Adjacent Communities Remuneration and Expense Bylaw/Policy
- 2026 ACRD Meeting Schedule
- 2026 Committee Appointment List
- Proposed Case Initiative – Regarding Director Benefits

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

**Per Diems and Mileage**

The below table includes standard per diem (meal and travel) and mileage rates that are paid by similar government entities on Vancouver Island, along with the Canada Revenue Agency and Legislative Assembly of British Columbia for reference.

Organization	Breakfast	Lunch	Dinner	Daily Meal/24 HR Travel	Incidentals	Rate per KM	Notes
Alberni-Clayoquot Regional District	\$ 20.00	\$ 25.00	\$ 30.00	N/A	\$ 20.00	CRA Rate	
Canada Revenue Agency	\$ 23.00	\$ 23.00	\$ 23.00	N/A	N/A	CRA Annual Rate	
City of Port Alberni	N/A	N/A	N/A	\$ 57.00	N/A	N/A	Daily Allowance for meals
Comox Valley Regional District	\$ 15.00	\$ 20.00	\$ 25.00	\$ 75.00	N/A	CRA Rate	Travel Deductible
Cowichan Valley Regional District	\$ 20.00	\$ 25.00	\$ 35.00	\$ 100.00	\$ 20.00	CRA Rate	
District of Tofino	\$ 15.00	\$ 20.00	\$ 30.00	\$ 75.00	N/A	N/A	Rates increase slightly for designated locations
District of Ucluelet							Waiting on Response
Legislative Assembly of British Columbia	\$ 27.00	\$ 27.00	\$ 36.00	\$ 61.00	\$ 14.50		Considers Partial Days
Regional District of Nanaimo	\$ 20.00	\$ 25.00	\$ 40.00	\$ 75.00	N/A	CRA Rate OR BCCPI Adjustments	
Strathcona Regional District	\$ 20.00	\$ 25.00	\$ 35.00	\$ 125.00	N/A	CRA Rate OR Equivalent	

### Director Health Benefits

The ACRD does not currently provide health and dental benefits to Elected Directors. In 2024, at the request of the Board of Directors, staff brought forward cost estimates for Health and Dental benefits for Directors. The Board deferred decision on this topic and requested that the 2026 Remuneration Committee review these benefits as part of the overall remuneration review. While updated rates are expected to be provided by the Union of BC Municipalities in April 2026, the 2024 health benefit monthly rates were as follows:

Extended Health (Single/Couple/Family)			Dental (Single/Couple/Family)		
\$ 81.94	\$ 181.99	\$ 181.99	\$ 64.32	\$ 122.13	\$ 222.59

### ACRD Purchased Technology Equipment

The current bylaw allows for Elected Directors to be provided an iPad or laptop to conduct Regional District business, that is then returned to the ACRD at the end of their term or offered to that Director for a depreciated value. The committee may wish to consider a cash value amount that could be provided to a Director who wishes to purchase their own equipment.

### Board Recognition Policy

The ACRD does not presently have a Board Recognition Policy to guide staff in determining appropriate gifts for outgoing members of the Board. Other local governments provide a gift (choice of gift, gift certificate, or payment) that increase in value depending on number of terms served on the Board.

### Directors Remuneration for Specific Meeting Types

The current Remuneration Bylaw provides payment for Elected Director attendance (or Alternate Director attendance if the Elected Director is not available to attend) at the following meetings:

- ACRD Board or Committee meetings;
- External Board or committees in which Directors have been appointed by the ACRD Board;
- Policy meetings related to an active Emergency Operations Centre
- Union of BC Municipalities Convention (UBCM);
- Association of Vancouver Island and Coastal Communities Convention (AVICC);
- Any other meeting, convention or seminar approved by the ACRD Board;
- Administrative tribunal or court proceeding; and
- Public Hearings.

The Chairperson of the Board may also authorize any Director or the Chairperson to attend any meeting related to Regional District business without prior approval of the Board.

There are other meetings or workshops that are not covered in the above situations and therefore Directors are not remunerated for, including the following:

- Emergency planning training for elected officials;
- Planning Workshops (Housing Needs Workshops, OCP workshops/meetings);
- Board Orientation; and
- Advisory Planning Commission meetings.

Elected Directors are not required to attend Advisory Planning Commission meetings and are not permitted to be members; however, most Directors attend to listen to the feedback from APC members. The table below summarizes the number of APC meetings held by electoral area for the last three years.

Year	Bamfield	Beaufort	Long Beach	Sproat Lake	Beaver Creek	Cherry Creek	Total # of meetings/year
2023	2	1	1	6	5	4	19
2024	3	2	4	9	7	4	29
2025	6	2	5	8	5	6	32

#### Alternate Director Attendance at Conferences

Alternate Directors receive remuneration only when acting in place of a Director. During this past term, discussions have taken place regarding the attendance of Alternate Directors at educational meetings or conferences. Currently, Alternate Directors are eligible for coverage only when the Director is not attending. However, there may be value in considering whether Alternate Directors should participate in certain educational opportunities, so they are better prepared to represent their Director when required. One such example is the Local Government Leadership Academy.

The committee is welcome to add other topics for discussion at future Remuneration Committee meetings and request additional information from staff. The Committee may wish to consider if they would like to conduct interviews with current Elected Directors or conduct a survey to solicit their input.

#### Time Requirements – Staff & Elected Officials:

Staff that administer the Board Remuneration bylaw utilize approximately 40 – 50 hours per year.

**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

**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

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

Approved by: Daniel Sailland  
Daniel Sailland, MBA, Chief Administrative Officer



Alberni-Clayoquot Regional District

## **Board Remuneration Review Policy**

Policy Issued by: Board of Directors  
Date Adopted: February 12, 2014  
Dates Amended: May 9, 2018

---

### ***Purpose***

To establish a process, which is reasonable, independent and transparent, to be used in determining the remuneration, expenses and benefits provided to Regional District Directors.

### ***Policy***

1. The Regional District provides remuneration, expenses and benefits to Directors under provisions of the *Local Government Act*.
2. The ACRD Board sets the remuneration, expenses and benefits by bylaw cited as "*Board Remuneration, Expenses and Benefits Bylaw*".
3. The *Board Remuneration, Expenses and Benefits Bylaw* is reviewed every four years on general election year. An independent "Board Remuneration Review Committee" is established by the ACRD Board to conduct the review. The Committee is to assess the workload of the Chairperson, Vice-Chairperson and Directors for the ACRD and to recommend an independent unbiased reasonable level of remuneration for members of the Board.

### ***Procedure***

1. Every **four years** in **March** of general election year, the ACRD Board will appoint three independent members to sit on a "Board Remuneration Review Committee".
2. Two of the appointed members will be previous Directors of the ACRD Board. The third will be a member at large from the region. The Regional District will put out a call for submissions for a member at large to sit as a volunteer on the Committee. The ACRD Board will review the submissions and select an individual with a good understanding of local government in the region.
3. As per the Terms of Reference below, the Board Remuneration Review Committee will prepare recommendations for the Board's consideration on or before **the end of July** in the year of the general election.

4. Recommendations on remuneration, expenses and benefits accepted by the ACRD Board will be set by bylaw and will come into effect in **December** following the general election.

### ***Committee Terms of Reference***

The Board Remuneration Review Committee will undertake the following:

- Review all existing indemnities, expenses and benefits as per the current Bylaw;
- Review comparative rates and formats for other Regional District Boards;
- Consider the workload required, expected and undertaken by members of the Board;
- Consider processes for approval;
- Consider the different roles, members and appointments and how they should be resourced;
- Interview all current Directors to identify issues/ideas;
- Consider Chairperson and Vice-Chairperson's authority to attend meetings, ceremonies, community events etc. on behalf of the Regional District without prior approval from the Regional District Board;
- Consider any other pertinent data relating to indemnities;
- Consider applicable policies for attendance at conferences, workshops;
- Recommend any formula which may provide a reasonable basis for establishing remuneration on an ongoing basis;
- The Committee may call upon the Chief Administrative Officer, Manager of Administrative Services or Manager of Finance as resource persons;
- **Consider compensation for Directors' role in the event of an emergency;**
- **Consider implications to elected officials with respect to the changes to the Canada Revenue Agency tax exemption**



## Regional District of Alberni-Clayoquot

### Bylaw No. A1090

#### A Bylaw to Provide for Board Member Remuneration Expenses, and Benefits

CONSOLIDATED FOR CONVENIENCE ONLY

June 28, 2023

The amendment bylaw(s) listed below have been incorporated into *Bylaw No. A1090, Board Remuneration, Expenses and Benefits Bylaw* for convenience purposes only. Persons making use of the consolidated version of Bylaw No. A1090 are advised that it is not a legal document and that for the purpose of interpreting and applying the law, the original bylaw(s) must be consulted. Certified copies of original bylaws are available through the Corporate Officer.

AMENDMENT BYLAW	EFFECTIVE DATE
Bylaw A1090, Board Remuneration, Expenses, and Benefits, 2022	November 1, 2022
Bylaw A1090-1, Board Remuneration, Expenses, and Benefits Bylaw Amendment, 2023	January 11, 2023
Bylaw A1090-2, Board Remuneration, Expenses, and Benefits Bylaw Amendment, 2023	June 28, 2023

---

**WHEREAS** the Board of the Alberni-Clayoquot Regional District, may by bylaw, provide for remuneration, expenses and benefits for Directors and Alternate Directors.

**WHEREAS** the Board of the Alberni-Clayoquot Regional District, is mindful of the need to provide fair and adequate compensation in order to attract and retain qualified Directors, as well as the public interest in ensuring reasonable costs, in providing for remuneration, expenses, and benefits for Directors and Alternate Directors.

NOW THEREFORE the Board of the Alberni-Clayoquot Regional District, in open meeting assembled, enacts as follows:

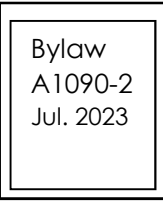
**Definitions**

1. In this Bylaw:
  - a. **“Director”** means a person elected or appointed as a Director to the Regional District of Alberni-Clayoquot Board, and includes alternate Directors when that alternate Director is acting in place of a Director;
  - b. **“Regional District”** means the Alberni-Clayoquot Regional District;
  - c. **“Remuneration”** means the annual base salary paid to Directors and the additional amounts paid for attending meetings other than Board meetings.

**Remuneration**

2. The Remuneration for Directors is set out in Schedule “A” of this bylaw.

**Breaches of Code of Conduct**

- 
3. a. Where a Director has been found by a Third-Party Investigator appointed under the ACRD *Code of Conduct Policy*, as amended or replaced from time to time, to have breached the *Code of Conduct Policy*, the remuneration to which the Director would otherwise be entitled to under Schedule “A” of this Bylaw shall be adjusted in accordance with the following:
    - i. where the Director has been found to have breached the Policy for a first time, the remuneration to which the Director would otherwise be entitled shall be reduced by 10%, for a period of 12 months from the date of the breach;
    - ii. where the Director has been found to have breached the Policy for a second time, the remuneration to which the Director would otherwise be entitled shall be reduced by 15%, for a period of 12 months from the date of the second breach;
    - iii. where the Director has been found to have breached the Policy for a third or subsequent time, the remuneration to which the Director would otherwise be entitled shall be reduced by 25%, for a period of 12 months from the date of third or subsequent breach;

- iv. for certainly, where a Director has been found to have breached the Policy more than once in a 12-month period, the reductions in the remuneration to which the Director would otherwise be entitled to shall be cumulative for any period of overlap in the duration of each reduction (e.g., if a Director is found to have first breached the Policy on January 1 of a calendar year, and is subsequently found to have breached the Policy again on July 1 of that year, the remuneration to which the Director would otherwise be entitled to shall be reduced by 10% from January 1 to June 30 of that year, by 25% from July 1 to December 31 of that year, by 15% from January 1 to June 30 of the following year, and thereafter be fully reinstated.)
  - v. for further certainty, any financial penalties imposed under this clause shall expire at the end of the electoral term in which they were imposed, and the “cumulative” penalties described in (ii), (iii), and (iv) above shall also be reset at the beginning of each new electoral term, so that where a Director who has been found to be in violation of the Policy in a previous electoral term and is subsequently found to be in violation in a new electoral term, that violation in the new term shall be considered a “first time” breach as described in (i) above.
- b. in the event that a Director is found to be in violation of the Code of Conduct, any remuneration that is foregone by that Director under Section 3 (a) above shall be reallocated to offset a portion of the costs incurred in the Third-Party Investigation which led to the finding of the breach.

### Expenses

4. In addition to the Remuneration paid in Section 2, a Director is entitled to:
- a. Be reimbursed for out of pocket costs or to otherwise have the Regional District pay the cost of the following:
    - i. Standard accommodation;
    - ii. Ferry fares for vehicle and driver and other passengers, if any, travelling on Regional District business;
    - iii. Taxi or shuttle bus;
    - iv. Parking;
    - v. Motor vehicle rental, including mileage and insurance costs;
    - vi. Air fare;
    - vii. Childcare or other family care if required to attend meetings. The amount reimbursable must be in proportion to meetings attended and be approved by the Chair.

- b. Be paid an expense allowance:
- i. for each meal at the following per diem rates:
    - Breakfast \$20.00
    - Lunch \$25.00
    - Dinner \$30.00

for Vancouver, Victoria, Whistler or Kelowna, the following allowances shall be paid for each meal that is taken during the trip:

- Breakfast \$25.00
- Lunch \$30.00
- Dinner \$35.00

- ii. of \$20.00 per night away from home for incidental costs;
- iii. for travel on a paved road surface based on the kilometer rate set by Canada Revenue Agency (CRA) at the time the expense is incurred.
- iv. For travel on an unpaved road surface based on the kilometer rate set by Canada Revenue Agency (CRA) for the period plus 0.20 cents per kilometer.
- v. where private lodging is used in lieu of a hotel, reimbursement of \$50 per day.

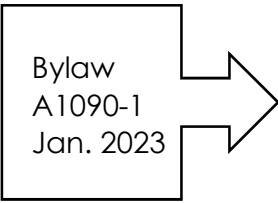
- c. Be reimbursed for long distance telephone charges for calls on Regional District business.

5. No payment will be made, under Section 2 or 3, to a Director for any costs incurred unless they were incurred in the conduct of the Regional District's affairs to attend:

- a. Regional District Board or Committee meetings;
- b. External board, committee or commission meetings in which Directors have been appointed to sit on by the Regional District Board;
- c. Policy Committee meeting in relation to an activated Emergency Operations Centre;
- d. Union of BC Municipalities Convention;
- e. Association of Vancouver Island and Coastal Communities Convention;
- f. Any other meeting, convention or seminar approved by the Regional District Board;
- g. Administrative tribunal or court proceeding;
- h. Public Hearings.

6. Notwithstanding Section 4, the Chairperson of the Board of Directors may authorize any Director or the Chairperson to attend any meeting related to Regional District business without prior approval of the Board of Directors and shall be entitled to payments under

Bylaw  
A1090-1  
Jan. 2023



**Bylaw A1090, Board Remuneration, Expenses, and Benefits Bylaw  
Consolidated – June 2023**

---

Section 2 and 3. The Chairperson shall report the meeting and purpose to the Chief Administrative Officer and the Regional District Board at the next regular meeting.

7. The Regional District will not reimburse travel and expenses for Director's spouses at conferences and conventions and will not pay for partners programs at AVICC, UBCM or any other conference and conventions.

**Expense Submissions**

8. Directors must submit expense claims within 60 days of incurring the expense. No claims for the previous year will be accepted after January 31<sup>st</sup> of each year.
9. Expense claims **must** be supported by all appropriate receipts.
10. The Finance Department will verify expense claims to ensure compliance with the bylaw. Any issues, discrepancies, or conflict in interpretation shall be referred to the Chairperson for adjudication, after consultation with the Chief Administrative Officer. If the matter is not resolved to the satisfaction of the Director, the matter will be referred to the Board of Directors.

**Remuneration Payment**

11. The Remuneration payable under section 2 and 3 of this bylaw shall be paid bi-weekly through the Regional District payroll system.

**Annual Cost of Living Adjustment**

12. The Remuneration payable under section 2 and 3 of this bylaw shall be subject to an annual cost of living adjustment of 2%.

**No Double Dipping**

13. In no case will the Regional District reimburse or pay for any costs claimed by a Director where those costs have been or will be paid by any other organization.

**Benefits**

14. Directors are, subject to insurance carrier requirements, eligible for medical, extended health, dental and group life insurance benefits for themselves and their dependents on the same basis that the Regional District provides those benefits to its employees, provided that all costs for those benefits are paid in full by the Director.

**Bylaw A1090, Board Remuneration, Expenses, and Benefits Bylaw  
Consolidated – June 2023**

---

15. The Regional District shall obtain and pay the premiums for accident insurance coverage for Directors while on Regional District business.

**Regional District Purchased Equipment**

16. Directors will have the option of being provided with either an iPad or laptop to conduct Regional District business.
17. At the end of a Director's term, all equipment purchased by the Regional District for that Director will be returned to the Regional District or be offered to that Director for a depreciated value.

**Future Changes to Director Remuneration, Expenses, and Benefits**

18. An independent review of Directors remuneration, expenses, and benefits shall be conducted every 4 years prior to the next local government election.

**Citation**

19. This Bylaw may be cited for all purposes as "*Board Remuneration, Expenses, and Benefits Bylaw No. A1090, 2022*"

**Repeal**

20. Bylaw No. A1084, Board Remuneration, Expenses, and Benefits Bylaw is repealed on October 31, 2022.

**Effective Date**

21. This bylaw shall come into effect on November 1, 2022.

**Bylaw A1090, Board Remuneration, Expenses, and Benefits Bylaw  
Consolidated – June 2023**

1. The annual Director's remuneration is as follows:

Description	November 1, 2022	November 1, 2023	November 1, 2024	November 1, 2025
Director's Remuneration – includes 21 Board meetings & 12 Regional Hospital District meetings per year	\$8,724	\$8,899	\$9,077	\$9,258
Electoral Areas – additional amount	\$3,095	\$3,157	\$3,220	\$3,285
Chairperson – additional amount	\$7,738	\$7,893	\$8,051	\$8,212
Vice-chairperson – additional amount (20% of chairperson additional amount)	\$1,548	\$1,579	\$1,610	\$1,642

2. Additional Director's remuneration for other meetings is as follows:

Description	November 1, 2022	November 1, 2023	November 1, 2024	November 1, 2025
Alternate Director's attendance at Board meeting or Director's attendance at additional Board meetings (above the 2 regular Board meetings)	\$191	\$195	\$198	\$202
Additional amount where travel to the meeting is greater than 60km (round trip)	\$100	\$102	\$104	\$106
Committee meeting or Public Hearing up to 3 hours in length	\$84	\$85	\$87	\$89
Committee meeting or Public Hearing between 3 and 5 hours in length	\$135	\$137	\$140	\$143
Attendance at conferences, conventions, committee meetings or Public Hearing exceeding 5 hours in length	\$191	\$195	\$198	\$202



[Canada.ca](#) > [Taxes](#) > [Income tax](#) > [Personal income tax](#)

> [Claiming deductions, credits, and expenses](#) > [Line 25500 - Northern residents deductions](#)

# Meal and vehicle rates used to calculate travel expenses

- i** If you are an employer, go to [Automobile or motor vehicle benefits – Allowances or reimbursements provided to an employee for the use of their own vehicle.](#)

You may choose the **detailed** or **simplified** method to calculate meal and vehicle expenses. **Your total travel expenses** equal the total of the value of travel assistance provided by your employer and the travel expenses incurred by you. Include any travel expenses paid by your employer.

▶ [What is the detailed method](#)

▶ [What is the simplified method](#)

## Meal expenses

If you choose the **detailed method** to calculate your meal expenses, you have to keep your receipts and claim the actual amount that you spent.

If you choose the **simplified method**, claim in Canadian or U.S. (United States) funds a **flat rate of \$23 per meal (for the 2025 tax year)**, to a **maximum of \$69 per day** (sales tax included) per person, without receipts. Although you do not need to keep detailed receipts for actual expenses if you choose to use this method, the CRA (Canada Revenue Agency) may still ask you to provide some documentation to support your claim.



## Previous years

▶ Meal rates for previous years

# Vehicle expenses

If you choose the **detailed method** to calculate vehicle expenses, you have to keep all of your receipts and records for the vehicle expenses you incurred for moving expenses or for northern residents deductions during the tax year or during the 12-month period you choose for medical expenses.

Vehicle expenses include:

- operating expenses such as fuel, oil, tires, licence fees, insurance, maintenance, and repairs
- ownership expenses such as depreciation, provincial or territorial tax, and finance charges

Keep track of the number of kilometres you drove in that time period, as well as the number of kilometres you drove specifically for the purpose of moving or medical expenses, or for the northern residents deductions. Your claim for vehicle expenses is the percentage of your total vehicle expenses that relate to the kilometres driven for moving or medical expenses, or for northern residents deductions.

For example, if you drove 10,000 km during the year, and half of that was related to your move, you can claim half of the total vehicle expenses you spent on your tax return.

Although you do not need to keep detailed receipts for actual expenses if you choose to use the **simplified method**, the CRA (Canada Revenue Agency) may still ask you to provide some documentation to support your claim. Keep track of the number of kilometres driven during the tax year for your trips relating to moving expenses and northern residents deductions, or the 12-month period you choose for medical expenses. To determine the amount you can claim for vehicle expenses, multiply the number of kilometres by the cents/km rate from the chart below for the province or territory in which the travel begins.

## Table of 2025 kilometre rates for the province or territory

Province or territory	Cents/kilometre
Alberta	56.5
British Columbia	59.5
Manitoba	56.0
New Brunswick	59.5
Newfoundland and Labrador	61.5
Northwest Territories	70.0
Nova Scotia	59.5
Nunavut	70.5
Ontario	62.0
Prince Edward Island	58.5
Quebec	60.5

Province or territory	Cents/kilometre
Saskatchewan	55.5
Yukon	70.5



## Previous years

▶ 2024

▶ 2023

▶ 2022

▶ 2021

▶ 2020

▶ 2019

▶ 2018

▶ 2017

▶ 2016

▶ 2015

▶ 2014

▶ 2013

Date modified: 2026-01-20



Government  
of Canada

Gouvernement  
du Canada

[Canada.ca](#) › [Department of Finance Canada](#) › [News: Department of Finance Canada](#)

# Government Announces the 2026 Automobile Deduction Limits and Expense Benefit Rates for Businesses

From: [Department of Finance Canada](#)

## News release

**January 14, 2026 – Ottawa, Ontario – Department of Finance Canada**

Today, the Department of Finance Canada announced the automobile income tax deduction limits and expense benefit rates that will apply in 2026.

The following changes to limits and rates took effect as of January 1, 2026:

- The ceiling for capital cost allowances (CCA) for Class 10.1 passenger vehicles will increase from \$38,000 to \$39,000, before tax, in respect of vehicles (new and used) acquired on or after January 1, 2026.
- The limit on the deduction of tax-exempt allowances paid by employers to employees who use their personal vehicle for business purposes in the provinces will increase by one cent to 73 cents per kilometre for the first 5,000 kilometres driven, and to 67 cents for each additional kilometre. For the territories, the limit will also increase by one cent to 77 cents per kilometre for the first 5,000 kilometres driven, and to 71 cents for each additional kilometre.

The following limits and rates remained the same as of January 1, 2026:

- Deductible leasing costs will remain at \$1,100 per month, before tax, for new leases entered into on or after January 1, 2026.
- The general prescribed rate used to determine the taxable benefit of employees relating to the personal portion of automobile expenses paid by their employers will remain at 34 cents per kilometre for 2026. For people who are employed principally in selling or leasing automobiles, the rate used to determine the employee's taxable benefit will also remain the same at 31 cents per kilometre for 2026.
- The ceiling for CCA for Class 54 zero-emission passenger vehicles (\$61,000, before tax, in respect of new and used vehicles) will remain the same for 2026.
- The maximum allowable interest deduction will remain the same at \$350 per month for new automobile loans entered into on or after January 1, 2026.

## Contacts

### Media may contact:

Media Relations

Department of Finance Canada

[mediare@fin.gc.ca](mailto:mediare@fin.gc.ca)

613-369-4000

### General enquiries

Phone: 1-833-712-2292

TTY: 613-369-3230

E-mail: [financepublic-financepublique@fin.gc.ca](mailto:financepublic-financepublique@fin.gc.ca)

## Stay Connected

- Follow us on [Facebook](#)
- Follow us on X – [@FinanceCanada](#)
- Follow us on [LinkedIn](#)
- Add our [RSS feeds](#) to your feed reader

Search for related information by keyword: [Public finance](#) | [Department of Finance Canada](#) | [Canada](#) | [Money and finances](#) | [general public](#) | [news releases](#) | [Hon. François-Philippe Champagne](#)

Date modified: 2026-01-14



**CITY OF PORT ALBERNI**

**Council Remuneration and Expenses Bylaw, 2014, Bylaw No. 4835**

**(with amendments to October 9, 2018)**

**Consolidated for convenience only**

This consolidation is not a legal document. Certified copies of the original bylaws should be consulted for all interpretations and applications of the bylaws of this subject.

This Bylaw has been consolidated for convenience only and includes amendments from:

**Bylaw No. 4857- October 27, 2014**

**Bylaw No. 4819 - October 11, 2016**

**Bylaw No. 4835-3 - October 9, 2018**

**Bylaw No. 4835-4 - January 28, 2019**

**CITY OF PORT ALBERNI**

**BYLAW NO. 4835**

**Consolidated to Include Bylaws 4857 and 4919**

**A BYLAW TO PROVIDE FOR COUNCIL MEMBER REMUNERATION AND  
EXPENSES AND SPECIAL EXPENDITURES BY COUNCIL**

**THE MUNICIPAL COUNCIL OF THE CITY OF PORT ALBERNI IN OPEN MEETING  
ASSEMBLED ENACTS AS FOLLOWS:**

**1. Title**

This Bylaw may be known and cited for all purposes as “**Council Remuneration and Expenses Bylaw, 2014, Bylaw No. 4835**”.

**Bylaw #4835-4 amendment  
to Section 2:**

**2. Remuneration to Council Members**

- (a) The annual remuneration for the Mayor for the discharge of the duties of office is \$40,431.65.
- (b) The annual remuneration for a Councillor for the discharge of the duties of office is \$17,919.39.

**2.1** Effective January 1 of each year, Mayor and Council remuneration shall be increased by percentage equal to BC CPI from previous year.

**2.2** In the third year of each term of Council, the City undertake a review of Mayor and Council remuneration and the results of that review be considered by Council. Any changes to Mayor and Council remuneration are to become effective January 1<sup>st</sup> of the year following a local government election.

**Bylaw #4835-4 removed  
Section 3 & adjusted all  
subsequent numbered  
headings accordingly.**

**Bylaw #4857 amendment to  
Section 4:**

**3. Expenses Incurred**

Upon delivery by a Council member to the Director of Finance of written evidence of expenditures made or expenses incurred when the Council member is:

- a) representing the Municipality beyond its boundaries;
- b) engaging in municipal business beyond the Municipality's boundaries,
- c) attending a course or convention; or
- d) representing the Municipality or engaging in municipal business within its boundaries

the Director of Finance shall, subject to the limits contained in Section 6 and 8(b), and subject to eligibility under the Travel Expense Policy, pay to the Council member the amount of the expenditures made or expenses incurred.

**4. Qualifying Expenses and Expenditures**

The types of expenses and expenditures that may qualify for payment under Section 4 are:

- a) registration fees;
- b) hotels;
- c) transportation other than by way of the Council member's own motor vehicle;
- d) transportation by way of the Council member's own motor vehicle;
- e) telephone or facsimile transmission;
- f) photocopying.

**5. Reimbursement**

- a) A Council member may elect to receive a daily allowance for meals in the amount of \$57 when an overnight stay is required, or \$38 when an overnight stay is not required for expenses incurred by the Council member when performing activities referred to in Section 4.
- b) In the alternative, a Council member may elect to receive reimbursement of actual expenses incurred by the Council member for meals, when performing activities referred to in Section 4, not exceeding the amounts referred to in Subsection (a) above.

**6. Special Expenditures**

Council may also expend money for;

- a) receiving and entertaining distinguished guests;
- b) honouring persons who have in the opinion of Council brought honour to the municipality.

**7. Levels of Payment**

- a) The level at which the Director of Finance shall pay under Section 7 is the total amount of the expenditures made or expenses incurred.
- b) The level at which the Director of Finance shall reimburse a Council member for transportation by way of the Council member's own motor vehicle is \$0.55 per kilometre provided such reimbursement shall not exceed the amount of return economy air fare to the same destination.

**Bylaw #4835-3 adding a new Section 9:**  
  
**Note: Bylaw 4835-4 removed section 3 and previous sections were renumbered.**

**8. Payment for attendance at ACRD Emergency Planning Policy Group meetings in relation to an activated Emergency Operations Centre:**

Mayor and Council are a part of the ACRD Emergency Planning Policy Group that is assembled often on short notice to act as the Emergency Operations Centre (EOC) governing body during emergency events. When meeting as the EOC governing body and when a Task Number has been issued by the Province for the purposes of reimbursement of extraordinary costs, members of Council will be compensated at the following rates:

Meeting up to 3 hours in length	\$77 per meeting
Meeting between 3 and 5 hours in length	\$125 per meeting
Meetings exceeding 5 hours in length	\$176 per day

**Bylaw #4919 amendment to previous Section 9 now Section 10:**  
  
**Note: Bylaw 4835-4 removed section 3 and previous sections were renumbered.**

**9. Insurance Coverage**

The Director of Finance of the City of Port Alberni is further authorized, from time to time, to expend from the general revenue fund of the City such monies as may be required to meet the premium due on an accident insurance policy in the principal sum of \$50,000 in the event of death for those insureds under the age of 75, and a weekly indemnity of \$200 for up to 104 weeks in the event of injury, covering those insureds under age 65 who are gainfully employed full time.

Insured persons are: Council, Advisory Planning Commission, Community Investment Program/Permissive Tax Exemption Committee, Youth Advisory Committee, Seniors Advisory Committee, Food Security & Climate Disruption Committee and McLean Mill Advisory Committee/Board of Management on a group basis, against accident while on official business for the municipality.

**10. Benefits Coverage**

Benefits, including insurance policies and policies for medical and dental services, similar to those provided to employees of the City, shall be available to Council members, the costs of which shall be paid by the City. Provision of the benefits shall be at the option of each Council member. Council members shall have the option to purchase additional medical and dental coverage for the member's dependants at their own expense. In the event that a Council member does not choose to be covered by this insurance, the savings in premiums accruing to the City shall not be payable to the Council member as additional remuneration.

**11. Repeal**

Upon the effective date, "Council Remuneration and Expenses Bylaw, No. 4628", and its associated amendments shall be hereby repealed.

**12. Effective Date**

This bylaw shall come into force and take effect April 1, 2014.

**READ A FIRST TIME THIS 27<sup>TH</sup> DAY OF JANUARY, 2014.**

**AMENDED AND READ A SECOND TIME THIS 27<sup>TH</sup> DAY OF JANUARY, 2014.**

**READ A THIRD TIME THIS 27<sup>TH</sup> DAY OF JANUARY, 2014.**

**FINALLY ADOPTED THIS 11<sup>TH</sup> DAY OF FEBRUARY, 2014.**

---

**Mayor**

---

**Clerk**

Date: July 2, 2021  
File No: 3900-20-CR [Council Remuneration]  
To: Mayor & Council  
From: T. Pley, Chief Administrative Officer  
Subject: Remuneration – Mayor & Councillors

#### RECOMMENDATION[S]

THAT effective January 1, 2023 remuneration for the position of Mayor be increased to \$59,100 plus adjustments for Consumer Price Index equal to BC for the years 2022 and 2023, and remuneration for the position of Councillor be increased to \$26,300 plus adjustments for Consumer Price Index equal to BC for the years 2022 and 2023.

#### PURPOSE

This report is provided to support Council in fulfilling their obligation under Bylaw # 4835-4 adopted on January 8, 2019, that is to undertake a review of Mayor and Council remuneration and consider results of that review.

#### BACKGROUND

Some local government councils and boards in BC set rates of remuneration for incumbents in the roles of Mayor and Councillor. This is often a challenging topic for Council to address.

In recent years Council for the City of Port Alberni has considered this issue. Remuneration for members of Council is regarded to be considerably lower than in other comparator communities. In 2019 Canada Revenue Agency (CRA) made changes that resulted in elected official remuneration being fully taxable. Some local governments responded to this change by adjusting remuneration for elected officials. The City of Port Alberni did not.

On January 28, 2019 Council for the City of Port Alberni adopted Bylaw #4835-4, a *Bylaw to Provide for Council Member Remuneration and Expenses and Special Expenditures by Council*. The bylaw states in part,

“In the third year of each term of Council, the City undertake a review of Mayor and Council remuneration and the results of that review be considered by Council. Any changes to Mayor and Council remuneration are to become effective January 1<sup>st</sup> of the year following a local government election.”

The City retained Julie Case, a compensation consultant to conduct an analysis of Council member remuneration in comparator communities. Ms. Case’s findings will be presented at Council’s Regular meeting on July 12, 2021.

#### ALTERNATIVES/OPTIONS

**Option One:** Effective January 1, 2023 remuneration for the position of Mayor be increased to \$59,100 plus adjustments for Consumer Price Index equal to BC in the years 2022 and 2023, and remuneration for the position of Councillor be increased to \$26,300 plus adjustments for Consumer Price Index equal to BC in the years 2022 and 2023. These increases reflect the market median remuneration in comparator communities.

**Option Two:** Direct staff to take no action at this time.

**Option Three:** Provide alternative direction.

#### **ANALYSIS**

A review of council member remuneration from comparator communities indicates that remuneration by the City of Port Alberni has fallen behind those communities. Council in Port Alberni are remunerated at a rate equal to 72% of the median for the same positions in comparator communities.

At the best of times it is difficult for an elected body to make decisions regarding remuneration for members of that body. The City's Bylaw #4835-4 provides for a method where members of Council can make decisions regarding remuneration without those decisions affecting them during their current term in office. The current bylaw also enables the electorate to reconsider incumbents via election prior to the effective date of any changes to remuneration.

The current Five Year Financial Plan includes an increase in allocation for council member remuneration beginning in 2023. The recommendations in Option One of this report can be accommodated without amendment to the Five Year Financial Plan.

#### **IMPLICATIONS**

The recommendations in Option One, if adopted will not require an amendment to the Five Year Financial Plan.

If the goal of council member remuneration is to compensate members of Council fairly and equitably for the time that they commit to the work of local government, then setting council member remuneration at the median of remuneration paid in comparator communities and adjusted for the impacts of inflation ensures that members of the next elected Council will be compensated in a manner that is neither too high nor too low.

#### **COMMUNICATIONS**

None required at this time.

#### **BYLAWS/PLANS/POLICIES**

Should Council support the recommendation as outlined in this report, staff will bring forward a bylaw for Council's consideration, noting that the bylaw will speak to the new rates as identified in this report.

#### **SUMMARY**

Current "Council Remuneration and Expenses Bylaw, 2014, Bylaw No. 4835" requires that in 2021 a review of council remuneration be reviewed and considered by Council, with any adjustments being effective January 1, 2023, which is after the next general local election. A review has been completed. Results of that review are presented for Council's consideration and a recommendation for adjustment is provided.

#### **ATTACHMENTS/REFERENCE MATERIALS**

*Council Remuneration & Expenses Bylaw, 2014, Bylaw No. 4835*

C: A. McGifford, Director of Finance  
T. Slonski, Director of Corporate Services

The following is a consolidated copy of the bylaw to provide for director and committee member remuneration and expenses

Bylaw No.	Bylaw Name	Adopted	Purpose
236	Comox Valley Regional District Remuneration and Expenses Bylaw 2012	November 27, 2012	To provide for director and committee member remuneration and expenses.
555	Comox Valley Regional District Remuneration and Expenses Bylaw 2012, Amendment No. 1	August 28, 2018	To update the remuneration, meeting rates, adjust for changes to non-taxable allowance and make minor administrative corrections – EFFECTIVE JANUARY 1, 2019
731	Comox Valley Regional District Remuneration and Expenses Bylaw 2012, Amendment No. 2	August 9, 2022	To update remuneration and benefits following an independent review and board direction

**This bylaw may not be complete due to pending updates or revisions and therefore is provided for reference purposes only. THIS BYLAW SHOULD NOT BE USED FOR ANY LEGAL PURPOSES. Please contact the corporate legislative officer at the Comox Valley Regional District to view the complete bylaw when required.**

**COMOX VALLEY REGIONAL DISTRICT****BYLAW NO. 236****A bylaw to provide for director and committee member remuneration and expenses**

The board of the Comox Valley Regional District, in open meeting assembled, enacts as follows:

**Definitions**

1. In this bylaw:
  - (a) Director means a municipal director or electoral area director of the board, and includes alternate directors when that alternate director is acting in the place of a director;
  - (b) Remuneration means one third of the remuneration paid pursuant to this section shall be paid as an allowance for expenses incidental to a director's or alternate director's discharge of the duties of office;
  - (c) Public body means a registered society or a committee, board or commission of a legal entity other than the regional district, or a body so designated by the board.

**Compensation philosophy**

2. The Comox Valley Regional District adopts a compensation philosophy for administering remuneration, benefits and expenses based on the following eight principles:
  - (1) Conduct surveys with comparable municipal, regional district and other organizations in the year prior to a local government election.
  - (2) Include interviews of board members and senior staff in the survey paying attention to concerns, issues and objectives.
  - (3) Determine emphasis to be placed on each source of data-i.e. weight to be given to municipal vs. regional district data.
  - (4) Survey participants should include seven to nine regional districts with comparable service numbers and complexity, population, geographic challenges, operating and capital infrastructure complexities, employee numbers and remuneration philosophies.
  - (5) Maintain and update documents of job duties, responsibilities and powers for board members every two years.
  - (6) Use the above documents as the main factor in making comparisons between remuneration rates paid to different regional districts.
  - (7) Establish a compensation principle that sets remuneration rates at the level of the regional district comparable in population, size, budget and role, duties and responsibilities. This comparator is to be reviewed in the year prior to a local government election.
  - (8) Maintain awareness of best practices in administration of benefits and expenses in regional districts.

**Roles and responsibilities**

3. (1) Remuneration shall be mainly based on role and responsibilities for four board member positions, as established and amended by board policy as required:
  - (i) Board chair
  - (ii) Board vice-chair
  - (iii) Municipal board director
  - (iv) Electoral area board director
- (2) A board member may hold more than one position.

**Municipal director remuneration**

4. (1) Each municipal director, except alternate directors, shall be provided with an annual remuneration.
- (2) The annual municipal director remuneration rate:
  - (i) In 2023 is \$15,000.
  - (ii) In 2024 is \$16,000.
  - (iii) In 2025 is \$16,500.
  - (iv) In 2026 is \$17,000.

**Electoral area director remuneration**

5. (1) Each electoral area director, except alternate directors, shall be provided with an annual remuneration.
- (2) The annual electoral area director remuneration rate:
  - (i) In 2023 is \$38,000.
  - (ii) In 2024 is \$39,000.
  - (iii) In 2025 is \$40,000.
  - (iv) In 2026 is \$41,000.

**Regional district chair remuneration**

6. (1) The chair of the regional district board of directors shall be provided with an annual remuneration.
- (2) The annual chair remuneration rate:
  - (i) In 2023 is \$36,000.
  - (ii) In 2024 is \$37,000.
  - (iii) In 2025 is \$38,000.
  - (iv) In 2026 is \$39,000.

**Regional district vice-chair remuneration**

7. (1) The vice-chair of the regional district board of directors shall be provided with an annual remuneration.
- (2) The annual vice-chair remuneration rate:
  - (i) In 2023 is \$7,500.
  - (ii) In 2024 is \$7,700.
  - (iii) In 2025 is \$7,900.
  - (iv) In 2026 is \$8,100.

**Timing of remuneration payment**

8. The remuneration payable under sections 4, 5 and 6 of this bylaw shall be payable monthly through the CVRD payroll system.

**Future changes to annual remuneration**

9. An independent review of director remuneration, allowances and benefits shall be conducted in the year prior to a local government election.

**Remuneration for meeting attendance**

10. Each director shall be provided with remuneration for attending meetings and participating fully in the business of the meetings as outlined in Schedule A.

**Qualifying expenses and expenditures**

11. (1) The reimbursement of director expenses is solely to compensate directors who have incurred eligible out of pocket expenses pursuant to this bylaw in the performance of their duties as an elected official of the Comox Valley Regional District.
- (2) Subject to section 12 of this bylaw, a director may be reimbursed for expenditures made and expenses incurred by them when they are:
  - (i) Representing the regional district;
  - (ii) Engaging in regional district business;
  - (iii) Attending a meeting, course or conference on behalf of the regional district;
  - (iv) Attending a meeting of the board; or
  - (v) Attending a public hearing or committee or commission meeting or has been invited to a committee meeting by the chair of that committee.
- (3) Authorized expense types and the level of payment are listed in Schedule B.
- (4) Directors should submit expense claims within 30 days of incurring the expense.
- (5) Directors shall submit a separate expense claim form for constituency expenses pursuant to Schedule D (constituency expenses).

**Approval and payment of expenses**

12. (1) All expenses and expenditures listed in Schedule B must be supported by proper and complete original receipts clearly identifying the purpose and location of the meeting, course or business, together with a signed and certified expense claim form, and submitted to the finance department of the regional district promptly after the expense is incurred. The exception is that receipts need not be provided in respect of non-commercial accommodation. In support of claims for per diem and meal allowances, the expense claim form is to clearly state the time the director left and returned home. Private motor vehicle kilometrage will be paid according to Schedule E (eligible kilometrage and travel time). When a director attends a duly authorized board related meeting or function and the location is not listed on Schedule E, payment will be made based on kilometers stated in the CVRD iMap or other online mapping system used by the finance department.
- (2) All expenses and expenditures not specifically authorized by this bylaw for any director, including the chair and the vice-chair, must receive prior authorization of the board and chief administrative officer before they are reimbursed.
- (3) The finance department's role in reviewing claims is to verify the amounts claimed in accordance with this bylaw and to process expense claims in a timely manner. Any issues, discrepancies or conflict in interpretation shall be referred to the chair of the board together with the chief administrative officer and corporate finance officer for review and adjudication. If the matter is not resolved to the satisfaction of the director, the matter will be referred to the board or appropriate committee.
- (4) 'Partners' program and registration fees for a conference or seminar are not to be borne by the regional district. For convenience, if a director wishes to register a spouse/partner for a conference or partner program, the regional district may submit the fees on behalf of the director. Partner fees paid by the regional district will be deducted from the director's travel advance or expense claim upon submission to the finance department.
- (5) A director registered to attend a conference or meeting on behalf of the regional district and, except for illness or emergency reasons, does not attend such conference or meeting, shall be obligated to pay 50% of any costs the regional district cannot cancel and has to pay on behalf of that director.

- (6) Board approval is required for all out of province regional district business other than for business related to the annual Federation of Canadian Municipalities convention.
- (7) Expense claims are to be signed by the director certifying that the expenses and expenditures qualify for reimbursement and were incurred as a result of regional district business in accordance with this bylaw and any subsequent amendments and that the director will not be reimbursed for them by any other party.

**Benefit coverage for elected officials**

13. Provisions for benefit coverage for directors are as provided in Schedule C.

**Regional district purchased equipment**

14. At the end of a director’s term, all equipment purchased by the regional district for that director will be returned to the regional district or be offered to that director at the depreciated value.

**Accountability**

15. Annually, in conjunction with the financial reporting requirement, all directors are to submit to the regional district board, a full report of regional district business activity conducted over the past year.

**Repeal**

16. Bylaw No. 73 being “Comox Valley Regional District Remuneration and Expenses Bylaw 2009” and all amendments hereto are hereby repealed.

**Citation**

17. This Bylaw No. 236 may be cited as “Comox Valley Regional District Remuneration and Expenses Bylaw 2012.”

**Schedule A**  
**Remuneration for Meeting Attendance**

**Meeting remuneration**

1. (1) The following rates will be paid for meeting attendance:
  - (i) \$160 to each director for a duly constituted regional district board or committee of the whole meeting.
  - (ii) \$160 to each director who is a duly appointed member of the Comox Valley sports centre commission or a standing, select or special committee of the board.
  - (iii) \$160 to each director who is duly appointed to attend a public hearing.
  - (iv) \$160 to each director who is appointed by resolution to represent the board on a public body, if the public body does not pay remuneration. The resolution must state the name of the public body and whether remuneration and/or travel expenses will be paid.
  - (v) \$75 for each meeting attended to each member appointed to the sewage commission and Comox Valley water committee.
  - (vi) \$75 to the chair of a committee, commission or public hearing for each meeting held. This applies to Comox Valley Regional District board members only.
- (2) Directors will be paid the same rate to attend a standing, select or special committee or commission meeting as regular members of the committee or commission if:
  - (i) That director is not a member of the committee or commission; and
  - (ii) Is invited to attend the meeting by the chair of the committee or commission.
- (3) In recognition of the fact that some directors incur more travel time than others to attend a meeting, each director who attends a duly authorized board or committee meeting or public hearing which is convened more than 60 kilometers distance or one hour travel time, one way, from the director's home shall be paid \$20 for each hour of travel to attend the meeting in accordance with Schedule E.
- (4) Travel remuneration shall be paid through the payroll department upon receipt of a signed and certified travel remuneration form and should be submitted within 30 days of the meeting. The payroll department's role in reviewing the travel remuneration claim forms is to verify the amounts claimed in accordance with this bylaw and to process claims in a timely manner. Any issues/discrepancies shall be referred to the chair of the board together with the chief administrative officer and corporate finance officer for review and adjudication. No remuneration will be paid by the regional district for any expense claims paid for by another party.

**Schedule B**  
**Allowance and Expense Reimbursement Schedule**

1.	Commercial accommodation (single occupancy) plus gratuities	Actual cost at provincial government accommodation rates.
2.	Non-commercial accommodation	\$35.00 – no receipt is required
3.	Course or conference registration fees, including Union of British Columbia Municipalities, Association of Vancouver Island Coastal Communities and Federation of Canadian Municipalities	Actual cost
4.	Required course material	Actual cost
5.	Private motor vehicle use	<p>(a) Directors shall be reimbursed for the cost of the deductible for one comprehensive claim per calendar year to a maximum of \$300 for damage to the vehicle or \$300 for windshield replacement, provided the damage to the vehicle was incurred while on regional district business and a receipt is provided.</p> <p>(b) Travel on paved road surfaces will be reimbursed at the kilometer rate approved by the Canada Revenue Agency (CRA) at the time the expense is incurred.</p> <p>(c) Travel on unpaved road surfaces will be reimbursed at the kilometrage rate approved by CRA for the period plus 20% per kilometer. Kilometrage will be reimbursed to the maximum distances listed in Schedule E or as determined by the finance department based on an online mapping tool</p> <p>(d) When a director chooses to use ground rather than air transportation, costs will be reimbursed at the lesser of:</p> <ol style="list-style-type: none"> <li>i. Kilometer rate reimbursement for the round trip distance travelled, plus ferries, and;</li> <li>ii. Cost of return airfare plus ground transportation costs such as taxi, cab, or shuttle fares.</li> </ol> <p>In consideration of the kilometrage rate, directors are required to insure their private vehicle for business use and provide evidence of appropriate coverage to the CVRD annually.</p>
6.	Ferry transportation	Actual cost
7.	Airline transportation	Actual cost

8.	Photocopying charges and office expenses, consumable computer supplies (toner, ink cartridges, paper, etc)	Actual cost									
9.	Rental of meeting rooms	Actual cost									
10.	Printing and distribution of information circulars and newsletters	Actual cost									
11.	Taxes applicable to allowable expenses	Actual cost									
12.	Overnight travel per diem:	<p>\$75.00 overnight travel per diem is applied to a 24-hour period in lieu of meal allowances. Time away from home is to be noted on the expense claim form.</p> <p>When meals are provided at conferences or meetings, the applicable meal allowance for each meal consumed is to be deducted for those meals. Reimbursement may be made if a meal was purchased and supporting receipts are provided.</p>									
13.	Meal allowance <b>(There will be no reimbursement for alcoholic beverages.)</b>	<p>In order to claim a meal allowance, the director must be away from home on regional district business for the entire time period noted beside the applicable meal. Time of departure and of returning home must be noted on the expense claim form.</p> <table> <tr> <td>Breakfast</td> <td>6:00am - 9:00am</td> <td>\$15.00</td> </tr> <tr> <td>Lunch</td> <td>11:00 am – 2:00 pm</td> <td>\$20.00</td> </tr> <tr> <td>Dinner</td> <td>4:30pm - 7:30pm</td> <td>\$25.00</td> </tr> </table> <p>When meals are provided at conferences or meetings, no meal allowance is to be claimed for those meals which were consumed. Reimbursement may be made if a meal was purchased and supporting receipts are provided.</p>	Breakfast	6:00am - 9:00am	\$15.00	Lunch	11:00 am – 2:00 pm	\$20.00	Dinner	4:30pm - 7:30pm	\$25.00
Breakfast	6:00am - 9:00am	\$15.00									
Lunch	11:00 am – 2:00 pm	\$20.00									
Dinner	4:30pm - 7:30pm	\$25.00									
14.	Cellular phone	<p>The CVRD will supply a cellular phone under the regional district's corporate cellular phone plan, as needed for regional district business, to those directors that do not have access to a cellular phone under another local government arrangement.</p> <p>Directors will reimburse the regional district for personal charges on the regional district cellular phone plus applicable taxes at a minimum of once per annum.</p>									
15.	Family Care	<p>The CVRD will provide for daycare costs on a non-routine basis (for example if meetings run longer than expected, special functions occur, or last-minute activities pull elected officials away from family responsibilities that require daycare).</p>									
16.	Transit Passes	Actual cost									

**Schedule C****Benefit coverage for directors**

1. The regional district provides the following benefit coverage for directors, spouses and immediate family members:
  - (a) Optional coverage for extended health, dental (100% basic / 50% major), orthodontics (\$1,750 lifetime maximum per family member), life insurance (\$50,000 maximum) and vision / eye glasses (\$250 in a 24 month period), the regional district will provide 50% of the cost of the premiums. All health benefit programs are subject to the limitations set by the carrier.
  - (b) Medical services plan coverage under the CVRD medical services group plan, with premiums being shared 50/50 by the director and the CVRD. A person may only hold one coverage for the provincial medical services plan.
  - (c) Optional life insurance, including for spouses, full cost paid by the individual director; and
  - (d) Personal accident insurance (\$125,000 per director) while on regional district business, full cost paid by the regional district. This applies to directors only.

## Schedule D

### Constituency expenses

#### Definition

1. Constituency expenses are defined as those expenses incurred by an electoral area director while conducting local government business specific to the electorate for that director’s jurisdiction.

#### Eligible expenses

2. Constituency expenses that may be claimed are those items listed in Schedule B of this bylaw and also include:
  - (a) one telephone line, one facsimile line and one internet connection (including all operating costs relating to regional district business on those connections) as required;
  - (b) meeting space rental;
  - (c) seminar / workshop registration fees including travel;
  - (d) brochures / newsletters / website;
  - (e) advertising costs;
  - (f) business cards;
  - (g) postage and other consumable home office supplies;
  - (h) travel to meetings for electoral area constituency purposes to a maximum of the distances listed in Schedule E or as determined by the finance department using an online mapping tool, other than meetings included in Schedule A of this bylaw; and
  - (i) Admission to constituency functions and events
  - (j) Community forums.

### Schedule E

#### Eligible kilometrage and travel time

(If location is not listed, the CVRD finance department will determine kilometers to be paid using an online mapping tool)

Distances	Paved (kms)	Gravel (kms)	Total (kms)	Travel Time (Hrs)
Reimbursement rates are as per the directors remuneration and expense bylaw				
(All distances and travel times are one way)				
<b>COURTENAY to</b>				
Black Creek	23		23	0.33
Comox	6		6	0.17
Cumberland	11		11	0.25
Fanny Bay	27		27	0.50
Merville	12		12	0.25
Nanaimo	107		107	1.50
Sooke	232		232	3.50
Storries Beach	31		31	0.50
Oyster River	29		29	0.50
Royston	5		5	0.17
Victoria	219		219	3.00
Vancouver	126		126	4.00
<b>CAMPBELL RIVER to</b>				
Courtenay (via Highway 19A)	45		45	0.75
Courtenay (via Highway 19 and Piercy connector)	55		55	0.75
Courtenay	45		45	0.75
Nanaimo	152		152	2.25
Victoria	264		264	3.75
Vancouver	171		171	4.75
Storries Beach	15		15	0.33
Woss	129		129	2.50
Port McNeill	198		198	5.00
Willow Point	7		7	0.25
<b>GOLD RIVER to</b>				
Campbell River	91		91	1.00
Courtenay	150		150	1.75
Nanaimo	243		243	3.25
Victoria	355		355	4.75
Vancouver	262		262	5.75
<b>SAYWARD (Hwy Junction) to</b>				
Campbell River	73		73	1.00
Courtenay	118		118	1.75
Nanaimo	225		225	3.25
Victoria	337		337	4.75
Vancouver	244		244	5.75
Sayward Village	8		8	0.25

**Schedule E (continued)**  
**Eligible kilometrage and travel time**

<b>Distances</b>	<b>Paved (kms)</b>	<b>Gravel (kms)</b>	<b>Total (kms)</b>	<b>Travel Time (Hrs)</b>
Reimbursement rates are as per the directors remuneration and expense bylaw				
(All distances and travel times are one way)				
<b>TAHSIS to</b>				
Gold River	0	67	67	2.00
Campbell River	90	67	157	3.00
Courtenay	135	67	202	3.75
Nanaimo	242	67	309	5.25
Victoria	354	67	421	6.75
Vancouver	261	67	328	7.75
<b>ZEBALLOS to</b>				
Campbell River	154	42	196	4.25
Courtenay	199	42	241	5.00
Nanaimo	306	42	348	6.50
Victoria	418	42	460	8.00
Vancouver	325	42	367	9.00
Gold River (via Woss Lake)	20	114	134	3.50
Fair Harbour		34	34	1.00
<b>QUADRA ISLAND to</b>				
Campbell River	0		0	0.75
Courtenay	45		45	1.50
Nanaimo	152		152	3.00
Victoria	264		264	4.50
Vancouver	171		171	5.50
<b>CORTES ISLAND to</b>				
Campbell River	8		8	2.00
Courtenay	53		53	2.75
Nanaimo	160		160	4.25
Victoria	272		272	5.75
Vancouver	179		179	6.75
<b>DENMAN ISLAND to</b>				
Courtenay	24		24	1.25
Nanaimo	83		83	1.75
Victoria	195		195	3.25
Vancouver	102		102	4.25
<b>HORNBY ISLAND to</b>				
Courtenay	35		35	1.75
Nanaimo	94		94	2.25
Victoria	206		206	3.75
Vancouver	113		113	4.75



## **DIRECTOR'S BUSINESS EXPENSE POLICY**

Applicability: Board Members

Effective Date: July 27, 2022

### **PURPOSE:**

To establish appropriate and eligible reimbursement for travel, mileage, meals, accommodation, and other expenses for the Cowichan Valley Regional District (CVRD) Board members while on CVRD business, or at the express direction of the CVRD Board.

CVRD business means business related to corporate/regional governance activities or business which the CVRD Board otherwise expressly directs. This would encompass instances where Board members represent the CVRD at various functions and venues but does not include expenses associated with a Director's activities within their electoral jurisdiction.

This policy shall be deemed to also apply to the Cowichan Valley Regional Hospital District Board members.

Reimbursement will be paid to CVRD Board members in accordance with this policy where:

1. expenses are eligible and correctly claimed with appropriate supporting receipts/documentation;
2. expenses have received prior approval by the Board where applicable;
3. expenses have been approved by the Board Chair, or Vice-Chair in the Board Chair's absence;
4. the Board Chair's expenses have been approved by the Vice-Chair; and
5. any dispute shall be taken before the CVRD Board for final decision.

### **PRINCIPLES:**

1. General:
  - a. All Board members should obtain approval from the Board prior to booking and paying for air fares and conferences, except as otherwise noted.
  - b. All expense claims must be on the CVRD Expense Claim or CVRD Mileage Claim Form and submitted as incurred, or on a monthly basis for approval. Once approved, the claim forms must be forwarded to the Finance Division for processing by the 15th of the following month.
  - c. Expenses must be supported by original and legible receipts, except those for which no receipt is available (e.g. coin metered parking, photocopies) or per diem expenses.
  - d. Per diem claims must be itemized separately.

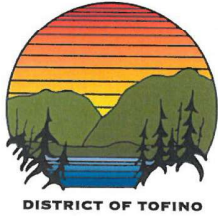
2. Permitted uses of private vehicles for mileage reimbursement include:
  - a. Board, Commission, Select Committee, Standing Committee, or Sub-Committee meetings (regular or special);
  - b. meetings of a non-CVRD organization to which the Director has been appointed to by the Board;
  - c. Public Hearings to which the Director has been delegated by the Board to attend;
  - d. non-committee meetings that have been approved by the Board;
  - e. attendance at UBCM/AVICC conventions or seminars;
  - f. conferences, seminars, or workshops with prior approval by the Board, or in compliance with the Conference/Seminars for Elected Officials Policy;
  - g. special purposes that have received prior approval by the Board;
  - h. meetings scheduled in advance with staff; or
  - i. scheduled public meetings where issues will be discussed that may result in the issue being considered at a future date by a Committee, Commission, of the Board.
3. Disallowed expenditures:
  - a. Costs reimbursed by another organization or source;
  - b. Liquor;
  - c. Personal telephone calls;
  - d. Traffic fines or parking tickets;
  - e. Spouse or partner travel and/or meal costs;
  - f. Personal expenses; or
  - g. Entertainment

Approved by: CVRD Board Approval date: July 27, 2022
---

**REFERENCE GUIDE – DIRECTOR’S BUSINESS EXPENSE POLICY 2022**

<b>Travel Expenses</b>	<b>Reimbursement</b>	<b>Basis</b>																												
<p>Travel by personal vehicle.</p> <p>In an effort to reduce costs, Board members should utilize virtual meetings where possible.</p> <p>In-office meetings must be initiated by staff and should specifically request the Board members attendance by way of a calendar invitation.</p>	Current CRA rate per kilometre	Per kilometre based on section 2 of this policy.																												
Travel by bus, train, ferry, car rental or air (economy class).	<p>Actual expense</p> <p><i>Air travel:</i> including baggage costs when away for more than 2 nights and excluding seat selection costs</p> <p><i>Ferry:</i> including reservation fees</p> <p>Excludes additional travel insurance</p>	Receipts to be provided.																												
<b>Meals</b>	<b>Reimbursement</b>	<b>Basis</b>																												
Travel exceeding 24 hours away from primary residence and where no meals are provided.	\$100	Per diem allowance for meals, gratuities, parking, local calls etc.																												
<p>Travel for part of a day away from primary residence.</p> <p>Per diem claims are not eligible where meals are provided as part of the conference or booking, excluding a continental breakfast.</p>	<table border="0"> <tr> <td>Breakfast:</td> <td>\$20</td> <td><i>Departure prior to:</i></td> <td></td> </tr> <tr> <td>Lunch:</td> <td>\$25</td> <td>7 a.m. Breakfast</td> <td></td> </tr> <tr> <td>Dinner:</td> <td>\$35</td> <td>12 p.m. Lunch</td> <td></td> </tr> <tr> <td></td> <td></td> <td>6 p.m. Dinner</td> <td></td> </tr> <tr> <td>Incidental:</td> <td>\$20</td> <td><i>Returning after:</i></td> <td></td> </tr> <tr> <td></td> <td></td> <td>12:30 p.m. Lunch</td> <td></td> </tr> <tr> <td></td> <td></td> <td>6 p.m. Dinner</td> <td></td> </tr> </table>	Breakfast:	\$20	<i>Departure prior to:</i>		Lunch:	\$25	7 a.m. Breakfast		Dinner:	\$35	12 p.m. Lunch				6 p.m. Dinner		Incidental:	\$20	<i>Returning after:</i>				12:30 p.m. Lunch				6 p.m. Dinner		Per diem allowance for meals not provided.
Breakfast:	\$20	<i>Departure prior to:</i>																												
Lunch:	\$25	7 a.m. Breakfast																												
Dinner:	\$35	12 p.m. Lunch																												
		6 p.m. Dinner																												
Incidental:	\$20	<i>Returning after:</i>																												
		12:30 p.m. Lunch																												
		6 p.m. Dinner																												

<b>Accommodations</b>	<b>Reimbursement</b>	<b>Basis</b>
Accommodation while on CVRD business.	<i>Commercial:</i> Actual cost <i>Non-commercial:</i> \$35/day Personal expenses excluded	Based on single occupancy government rates where applicable.
<b>Other</b>	<b>Reimbursement</b>	<b>Basis</b>
Conferences and courses: Board members may attend any conference or course pertaining to local government matters.	Actual cost Board members can attend 2 conferences annually without prior Board approval where the total cost including registration, travel and accommodation does not exceed \$500.	Receipts to be provided.
Parking costs	Actual cost	Receipts to be provided.



CORPORATION OF THE  
DISTRICT OF TOFINO

**District of Tofino Council Remuneration Bylaw No. 1254,  
2018**

Effective Date – January 1, 2019

**DISTRICT OF TOFINO**

**BYLAW NO. 1254, 2018**

---

A bylaw to establish the remuneration, benefits and expense reimbursement for Mayor and Council.

---

**WHEREAS** the District of Tofino Council is authorized to provide annual remuneration for Council members to be paid out of annual revenue;

**AND WHEREAS** the Council of the District of Tofino considers it expedient to exercise such power by bylaw in keeping with the principles of openness, transparency and accountability;

**NOW THEREFORE** the Council of the District of Tofino, in open meeting, enacts as follows:

**1. Name**

The name of this Bylaw for citation purposes is "District of Tofino Council Remuneration Bylaw No. 1254, 2018."

**2. Definitions**

In this Bylaw:

**Council** means District of Tofino Mayor and Councillors.

**Council Member** means the Mayor or Councillors of the District of Tofino.

**District** means the Corporation of the District of Tofino.

**Council Business** means business that a Council Member was designated to attend on behalf of Council, as approved by the Mayor or by resolution of Council.

**Annual Remuneration** means the base rate remuneration exclusive of other amounts paid for training, conferences, travel and appointed body meetings.

**3. Remuneration**

3.1 Effective January 1, 2019, an Annual Remuneration shall be paid to Council Members out of general revenue as follows:

- i) Mayor \$30,000.00
- ii) Councillor \$15,000.00

3.2 The Annual Remuneration shall be paid on a bi-weekly basis.

3.3 Effective the first full pay period in March of year 2020, an annual adjustment based on the previous year's Consumer Price Index published by Statistics Canada for British Columbia shall be applied to the current year's Annual Remuneration.

3.4 Except with the prior leave of Council, Annual Remuneration shall be paid to Council Members absent from regular Council meetings and Committee of the Whole meetings as follows:

- i) Up to four (4) regular Council meetings for vacation or sick leave purposes per year, after which the Annual Remuneration paid under Section 3.1 is reduced on a prorated basis, for any further meeting absences.
- ii) One (1) Committee of the Whole meeting for vacation or sick leave purposes per year, after which the Annual Remuneration paid under Section 3.1 is reduced on a prorated basis, for any further meeting absences.

- 3.5 Where a Council Member is absent from a regular Council meeting or Committee of the Whole meeting for the purposes of Council Business, it will not be considered a meeting absence under Section 3.4.
- 3.6 Subject to the provisions of the Community Charter, a Council Member may be absent for one scheduled Council meeting and one scheduled Committee of the Whole meeting, in addition to absences permitted under Section 3.4, for the purposes of compassionate or bereavement leave in the case of a close relative, without loss of pay.
- 3.7 If a Council Member attends conferences and training, authorized by resolution of Council, outside District boundaries, the member shall be paid a taxable allowance of \$150.00 per day, including travel time.
- 3.8 If a Council Member attends scheduled meetings for the following bodies for which Council has been formally appointed, the member shall be paid a taxable allowance of \$65 for 4 hours or less in each day, and \$150 for more than 4 hours in each day, including travel time:
- i) Island Coastal Economic Trust – Regional Advisory Group
  - ii) Vancouver Island Regional Library
  - iii) Tofino Harbour Authority
- 3.9 A reimbursement of up to \$750 will be given to each Council Member for the purchase of a computer within the first two years of any four-year term, upon proof of purchase. After the first two years of any four-year term, the reimbursement shall be provided on a prorated basis. Information technology services and maintenance of the computer will be at the Council Member's expense.

**4. Benefits**

Council Members shall be entitled to the District of Tofino's elected official group benefit plan, subject to the rules of the benefit provider, at the District's cost.

**5. Expense Reimbursement**

If a Council Member is authorized to:

- i) represent the District,
- ii) engage in Council Business, or
- iii) attend authorized conferences or training,

outside District boundaries, that Council Member shall be reimbursed for expenses incurred in accordance with the policy regarding municipal travel expenses.

**6. Severability**

If any provision of this Bylaw is held to be invalid by any court of competent jurisdiction, that provision shall be severed and its severance shall not affect the validity of the remainder of the Bylaw.

**7. Repeal**

"District of Tofino Council Remuneration, Benefits and Expense Reimbursement Bylaw No. 1186, 2009" is hereby repealed.

**8. Effective Date**

This Bylaw shall come into force and effect on January, 1, 2019.

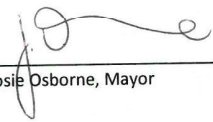
**READ A FIRST TIME** on October 9, 2018

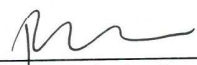
---

**READ A SECOND TIME** on October 9, 2018

**READ A THIRD TIME** on October 9, 2018

**ADOPTED** on October 23, 2018

  
\_\_\_\_\_  
Josie Osborne, Mayor

  
\_\_\_\_\_  
Robert MacPherson, Corporate Officer



economy type.

All other expenses relating to transportation such as taxi/bus fares, parking fees and related charges shall be paid as necessarily incurred and as supported by receipts.

b) Alternative Travel

When travelling by vehicle, the first priority is to use a District vehicle. For use of a personal vehicle for authorized travel, the tax exempt per kilometre allowance recommended by the Canada Revenue Agency will apply, plus parking, ferry charges, highway tolls, and hotels on route but may not exceed the equivalent cost of air travel as above.

Where an alternative other than air or auto is chosen, the total reimbursement may not exceed the cost of air travel as above. Employees must use the best method of travel to reduce time away and minimize costs to the District.

**Accommodation**

Actual hotel room cost for single accommodation will be paid (every effort should be made to obtain accommodation at "government rate" or "special event" rate where applicable).

Where the approved travel requires overnight stay and the employee chooses to stay with friends or relatives, rather than hotel accommodations, then a \$50.00 per night hotel allowance is permitted without a receipt. Where additional costs are incurred as a result of the alternate accommodation (ie. taxi, mileage) the incremental costs are deducted from the allowance.

**Per Diem**

A per diem rate of \$75.00 may be claimed to cover all meals, gratuities, dry cleaning, personal telephone and other miscellaneous costs for trips involving more than one day away from Tofino. When travelling to Whistler or Vancouver, the per diem rate increases to \$85.00. For trips of less than one full day and night duration, claim actual expenses only.

In the event that a meal or meals are provided as part of an event or activity, then no allowance shall be provided for that portion of the per diem allowance:

	Whistler or Vancouver	ALL other destinations	Travel Status
Breakfast	\$17.30	\$15.00	Must begin before 7:00am
Lunch	\$23.08	\$20.00	Must begin before noon
Dinner	\$34.62	\$30.00	Must end after 6:00pm

**Other Allowable Expenses**

All other expenses incurred for hospitality expenses and other non-specified expenses shall be reimbursed at cost, subject to approval by the Chief Administrative Officer, unless otherwise authorized by a resolution of Council.

Other allowable expenses include:

- Airport Limousine costs, taxis, ferry charges, highway tolls, parking (detail required)
- Business telephone calls or internet usage (detail required)
- Extra meal costs, etc. (names of persons entertained and company name must be indicated)

Travel Expense forms are submitted first to the department head and then to the Director of Financial Services for processing.

### **Registration**

Registration fees for seminars, meetings, courses, conferences, conventions etc. shall be paid, in advance and directly to the sponsoring organization by the District of Tofino where time permits.

### **Advances**

The District will provide a travel advance when requested and approved for employee. Advances are approved for out of pocket expenses. Travel advance requests must be approved by the Chief Administrator Officer or Director of Financial Services and shall be for a maximum of 80% of the estimated cost.

Travel advances must be submitted to the Financial Services department within ten (10) days prior to travel date in order to guarantee availability. Unused funds must be returned within seven (7) days of completion of travel. No further advance will be made where there is already an outstanding invoice in the name of the individual.

## **AUTHORITY TO ACT**

For the purpose of administration of the Municipal Travel Expenses Policy, the Director of Financial Services or his/her designate will be the approving authority.



- GETTING STARTED ▾
- KEY RESOURCES ▾
- ABOUT THE ASSEMBLY ▾
- WORK OF AN MLA ▾
- ASSEMBLY ADMINISTRATION SERVICES
- REMUNERATION & BENEFITS ▾
- TRANSITION ▾

[Home](#) > [Key Resources](#) > [Travel Guidelines](#)

## Travel Guidelines

As elected officials, Members of the Legislative Assembly are required to travel to fulfil their parliamentary and constituency duties. The following guidelines outline the policies and provisions that facilitate Members' work-related travel in their constituency, within British Columbia, and outside the province. All Member travel expenses are publicly disclosed on a quarterly basis on the Legislative Assembly website (see [Public Disclosure](#) for more information).

### Learn More

For more information related to Member travel, contact Client Care.

<b>Travel Expense Disclosure</b>	<b>+</b>
<b>Members' Travel Expense Allowance</b>	<b>+</b>
<b>In-Province Travel</b>	<b>+</b>
<b>Per Diem Reimbursement</b>	<b>-</b>

A Member of the Legislative Assembly on travel status outside of their constituency (or within their constituency if the condition outlined below is met) may claim a per diem reimbursement at the following rates:

Full Day	\$61.00
Half Day	\$30.50
Breakfast Only	\$27.00
Lunch Only	\$27.00
Dinner Only	\$36.00
Breakfast & Lunch Only	\$39.50
Lunch & Dinner Only	\$48.50
Breakfast & Dinner Only	\$48.50
Incidentals Only	\$14.50

The per diem reimbursement is intended to cover the cost of meals and other out-of-pocket incidental travel expenses while a Member is away from their home or constituency over a meal period(s). A per diem reimbursement is not claimable when a Member is working in their constituency, unless they are attending a parliamentary committee meeting in their riding or if the Member travelled more than 50 kilometers in one day (excluding mileage between the Member's home and primary constituency office).

When a Member travels for a partial day, only meals that are applicable to the portion of the day spent on travel status may be claimed. When a Member consumes a meal which has been provided without charge or paid for from public funds (e.g. meal is provided at a parliamentary committee meeting), no claim for that meal may be made.

### Work of an MLA

#### Key Resources

- [Parliamentary Procedure](#)
- [Conflict of Interest](#)
- [Public Disclosure](#)
- [Travel Guidelines](#)
- [Statutory Officers](#)
- [Caucus and Members' Policies](#)
- [Reconciliation](#)

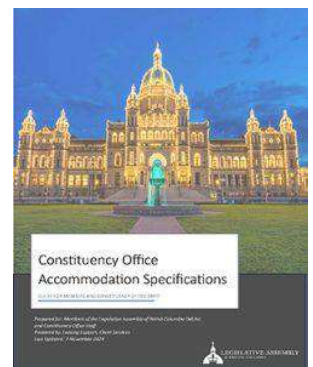
#### Transition

#### Assembly Administration Services

#### About the Assembly

#### Getting Started

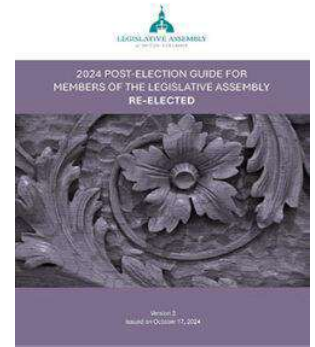
#### Remuneration & Benefits



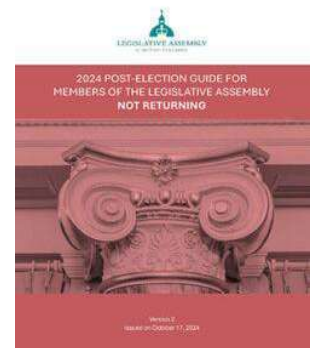
Constituency Office  
Accommodation Guidelines

A Member may claim incidentals only when no other per diem claims are made for that day. Examples of incidental expenses include telephone calls, portage, and other gratuities.

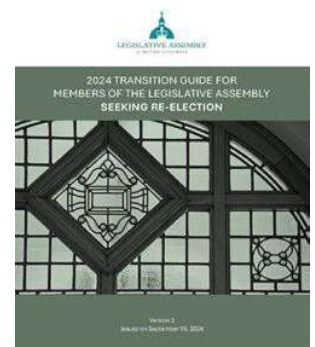
Accommodation - In-Province Travel	+
MLA Travel Card	+
Travel Reimbursement	+
Parliamentary Committee Travel	+
Out-of-Province Travel	+
Executive Approved Travel	+
Accompanying Person Travel	+



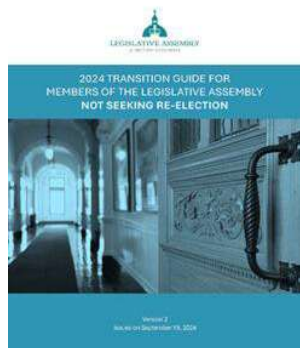
2024 Post-Election Guide for Members of the Legislative Assembly Re-Elected



2024 Post-Election Guide for Members of the Legislative Assembly Not Returning



2024 Transition Guide for Members of the Legislative Assembly Seeking Re-Election



2024 Transition Guide for  
Members of the Legislative  
Assembly Not Seeking Re-Election

**Contact Information**

Client Care Portal

Legislative Assembly Website

Lieutenant Governor

Government of British Columbia

**REGIONAL DISTRICT OF NANAIMO BOARD REMUNERATION, EXPENSES AND BENEFITS BYLAW  
NO. 1770, 2017**

This copy is consolidated for convenience only and includes the following amendments:

<b>Bylaw Number</b>	<b>Adoption Date</b>
1770.01	March 27, 2018
1770.02	December 4, 2018
1770.03	September 6, 2022

Note: This Bylaw is consolidated for convenience only and is not to be construed as a legal document.

Consolidated: November, 2022

**REGIONAL DISTRICT OF NANAIMO**

**BYLAW NO. 1770**

*(Consolidated for convenience only up to and including .03)*

**A BYLAW TO AUTHORIZE THE PAYMENT OF  
REMUNERATION, EXPENSES AND BENEFITS TO  
DIRECTORS, ALTERNATE DIRECTORS  
AND COMMITTEE MEMBERS**

**WHEREAS** the *Local Government Act* provides that a Board may by bylaw, provide for the remuneration, expenses and benefits of directors;

**NOW THEREFORE**, the Board of the Regional District of Nanaimo enacts as follows:

1. This bylaw may be cited for all purposes as "Regional District of Nanaimo Board Remuneration, Expenses and Benefits Bylaw No. 1770, 2017".
2. In this bylaw unless the context otherwise requires:

**"Act"** means the *Local Government Act*.

**"Advisory Committee"** means an Advisory Committee or Commission appointed by the Board, which includes at least one Board member, but does not include a Standing or Select Committee.

**"Alternate Director"** means a person appointed as an Alternate Director pursuant to the *Local Government Act*.

**"Commission"** means a commission appointed by the Board as provided by the *Local Government Act*.

**"Director"** means a person appointed or elected to the Board as a Director and includes the Chair and Vice Chair but does not include an Alternate Director.

**"Public Information Meeting"** means a meeting scheduled pursuant to provincial legislation.

**"Select Committee"** means a Select Committee comprised solely of Board members as provided by the *Local Government Act*.

**"Standing Committee"** means a Standing Committee appointed by the Chair comprised solely of Board members as provided by the *Local Government Act*.

3. Directors elected or appointed to the Board do so with the understanding that they will participate fully in the business of the Board. The remuneration rates established in this bylaw reflect the work

of an elected member and members are expected to attend all regularly scheduled meetings unless there are extenuating circumstances.

4. The remuneration for Directors is established according to Schedule 'A' to this bylaw.

BL1770.02 5. In addition to the remuneration paid in Schedule 'A', the following expenditures made or expenses incurred by a Director or Alternate Director when the Director or Alternate Director is representing the Regional District, engaged in Regional District business or attending a meeting, course or convention in connection with the business of the Regional District, will be paid by the Regional District, at cost, including applicable taxes, unless otherwise specified, for:

(a) For transportation as described in Sections 5(b), (c), (g), (h), (i) and (j), reimbursement will be only for the most direct and/or economical means of transportation.

BL1770.01 (b) Mileage accumulated on a Director's or Alternate Director's own motor vehicle at the rate prescribed in Schedule 'B', incurred for:

(i) attendance at Regular or Special Board meetings.

(ii) attendance at Standing or Select Committee meetings including those where the Director is not a member of the Committee.

(iii) attendance at Advisory Committee meetings.

(iv) attendance at Commission meetings.

(v) attendance at seminars, conferences or conventions.

(vi) attendance at Public Hearings held pursuant to the *Local Government Act*.

(vii) attendance at Public Hearings called for by the Board for any other purpose.

(viii) attendance at Public Information meetings called for by the Board for any purpose.

(ix) attendance at meetings outside of the members jurisdiction pursuant to a request from Regional District staff.

(x) attendance at public meetings arranged by the AVICC, UBCM, LGMA or other levels of Government.

(xi) attendance at other meetings outside of the Director's electoral jurisdiction when appointed by the Board or the Board Chair to represent the Board.

but for greater clarity does not include:

mileage incurred within a Director's electoral or municipal area jurisdiction, including but not limited to neighbourhood association or residents association meetings or

official ceremonies unless specifically authorized by the Board to attend the meeting on behalf of the Board.

- (xii) for Alternate Electoral Area Directors, reimbursement is provided for mileage accumulated on their own vehicle for attendance at meetings in the absence of the elected Director when staff are in attendance at the meeting.
- (c) For the Chair, in addition to amounts reimbursed under 5(b), mileage accumulated on his/her own motor vehicle at the rate prescribed in Schedule 'B' for travel while representing the District or engaged in Regional District business.
- (d) Accommodation for a Director or Alternate Director at a facility convenient to the location of the seminar, convention or meeting.
- (e) Accommodation for a Director or Alternate Director at a facility convenient to the location of the annual UBCM and AVICC conventions.
- (f) For the Director of Electoral Area 'B', where returning home on the same day from a Board or Standing or Select Committee meeting is not possible as a result of the duration of the meeting, accommodation based on single occupancy and breakfast at the rate prescribed in Schedule 'B'.
- (g) Return airfare for trips based on single economy fare:
  - (i) for Electoral Area Directors or Alternate Electoral Area Directors to attend the Union of British Columbia Municipalities annual convention;
  - (ii) for the Chair and authorized Board members to attend the Federation of Canadian Municipalities annual convention;
  - (iii) for Directors or Alternate Directors, with prior Board approval, and in all cases for the Chair to travel to Victoria or the Lower Mainland for purposes related to Regional District business in addition to subparagraph (i);
  - (iv) for Directors and/or the Chair for purposes of urgent Regional District business and attendance at administrative, tribunal or court proceedings related to the Regional District.
- (h) Ferry fares for vehicle and one driver or one foot passenger;
- (i) Taxis or shuttle bus rides or public transit ticket fare;
- (j) Rental motor vehicles;
- (k) Parking fees;
- (l) Long distance telephone charges for calls on Regional District business.

- (m) Meal allowances at the rates prescribed in Schedule 'B' will be paid to Directors and Alternate Directors while attending a meeting, a course or a convention as a representative of the Regional District, excluding the cost of any meal provided as part of the cost of registration to a meeting, convention or seminar;
  - (n) For meal expenses incurred by the Chair, not to exceed the rates prescribed in Schedule 'B' times the number of persons in attendance, or the actual expense, whichever is less;
  - (o) For meal expenses incurred by a Director or Alternate Director at the rate prescribed in Schedule 'B' where consecutive Board or Standing or Select Committee meetings make returning home for a meal impractical; and
  - (p) Registration fees for conventions/seminars will be paid for Directors or Alternate.
6. Where a Board member uses a personal vehicle to drive to an annual conference location to which there is scheduled air service the following shall be used to calculate the maximum payable to the Board member in lieu of air travel. The amount payable shall be the lesser of:
- The actual cost for:
- |   |      |
|---|------|
| Kilometers to/from event location x current mileage rate            | plus |
| Car and driver ferry fare   | plus |
| Hotel parking fees  |      |
| or  |      |
| Single economy airfare based on 21 days advance booking             | plus |
| Kilometers driven to/from departure airport x current mileage rates | plus |
| Airport parking fees at departure airport                           | plus |
| Estimated taxi fares to/from airport at event location.             |      |
7. Mileage or travel expenses including ferry expenses, incurred by a Committee member or Alternate Committee member while engaged in Regional District business related to the attendance at an Advisory Committee, Commission or Board of Variance meeting will be paid by the Regional District at cost, including applicable taxes, as provided for in Schedule 'B'.
8. The provisions of Sections 5 and 6 shall be administered by the Manager of Accounting Services of the Regional District of Nanaimo who shall be responsible for the application of its provisions and the review and adjudication of expense claims submitted. In the event of a conflict of interpretation, the matter shall be referred to a committee comprised of the Treasurer, the Chief Administrative Officer, and the Chair of the Board. Where this Committee is unable to resolve the conflict to the satisfaction of the Director, the matter shall be referred to the Board for adjudication.
9. (a) Directors and Electoral Area Directors are, subject to insurance carrier requirements, eligible for medical, extended health, dental and group life insurance benefits for themselves and

their dependents on the same basis that the Regional District provides those benefits to its employees;

- (b) The Regional District may obtain and pay the premiums for accident insurance coverage for Directors and Alternate Directors while on Regional District business;
  - (c) All premiums for insurance under Section 9 (a) for a Director shall be paid by the Director and not by the Regional District. All premiums under Section 9(a) for an Electoral Area Director shall be paid by the Regional District.
10. Bylaws 1317 and 1078 are hereby repealed effective January 1, 2018.
  11. This Bylaw takes effect January 1, 2018.
  12. Schedules 'A' and 'B' are a part of and enforceable in the same manner as this bylaw.

Introduced and read three times this 12th day of December, 2017.

Adopted this 12th day of December, 2017.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Corporate Officer

**SCHEDULE 'A'**

1. Base remuneration rates effective commencing as indicated:

	January 1, 2022 (Existing)	November 8, 2022	January 1, 2024	January 1, 2025	January 1, 2026
All Directors <i>(Base Rate)</i>	\$19,711	\$22,000 plus CPI adjustment	Prior year plus CPI adjustment	Prior year plus CPI adjustment	Prior year plus CPI adjustment
Electoral Area Directors <i>(Additional Allowance Above the Base Rate)</i>	\$19,711	\$22,000 plus CPI adjustment	Prior year plus CPI adjustment	Prior year plus CPI adjustment	Prior year plus CPI adjustment
Chair <i>(Additional Allowance Above the Base Rate)</i>	\$58,143	\$58,143 (Municipal) or \$80,143 (Electoral Areas) plus CPI adjustment	Prior year plus CPI adjustment	Prior year plus CPI adjustment	Prior year plus CPI adjustment

(a) The base remuneration shall cover up to four Board or Committee of the Whole meetings per month.

Note: CPI shall be based on the British Columbia Consumer Price Index as published at November 30th each year except for Base remuneration rates that are effective November 8, 2022, which will be based on the latest published rates available.

(b) An overall review of Board remuneration shall be conducted in the third year of each term.

2. In addition to the remuneration rates shown at (1) above, except for the Regional Chair, the following rates shall be paid:

Vice Chair of the Board \$210 per meeting when acting as Chair of the Board

Committee Chair \$210 per meeting chaired  
(Standing, Select, Advisory, Public Hearing or Public Information Meeting)

Alternate Director \$150 per meeting when attending in the regular Director's place

Select Committees \$150 per meeting attended

Scheduled Standing Committees \$150 per meeting attended

Advisory Standing Committees \$150 per meeting attended

Public Hearings	\$150 per meeting attended
Public Information Meeting	\$150 per meeting attended
Other Business Meetings	\$150 per meeting for Directors appointed by the Board or the Chair to represent the Regional District at other Regional District business meetings

- (a) Where a Board meeting, Committee meeting, Public Hearing, Public Information meeting or Other Business meeting, exceeds four hours in length, an additional stipend of \$60 will be paid.
- (b) A Director designated by the Chair shall receive a meeting per diem of \$210 when attending meetings with senior levels of government or when representing the Regional District at meetings at locations outside of the Regional District unless otherwise remunerated as a representative of another organization attending the meeting.

To maintain current accounting records that support accurate public reporting, monthly claims *should* be submitted within thirty (30) *calendar days* of the month in which the meetings occurred.

No claim for a previous year will be paid if submitted after January 31<sup>st</sup> of the following year unless authorized by a Board resolution.

**SCHEDULE 'B'****1. Meal Expenses**

- a) Breakfast to a maximum of \$20.00 without a receipt
- b) Lunch to a maximum of \$25.00 without a receipt
- c) Dinner to a maximum of \$40.00 without a receipt

If a receipt is submitted, the actual cost will be reimbursed provided that:

- (i) The cost of the meal excluding taxes and excluding a gratuity does not exceed the maximum cost under a), b) or c); and,
  - (ii) The gratuity, if any, does not exceed 15% of the total meal cost including taxes.
- d) Where travel occurs outside of Canada, the meal expense maximums shall be converted at prevailing exchange rates.
  - e) There will be no reimbursement for alcoholic beverages.

**2. Overnight Travel**

An overnight per diem of \$75 shall be paid to cover the costs of meals, gratuities and incidentals. This per diem shall be paid in lieu of the standard meal per diems above and receipts are not required.

**3. Mileage**

The mileage rate will be amended on January 1 of each year by the lessor of:

- an adjustment equal to the consumer price index for British Columbia as at November 30 of the prior year, or
- the maximum reasonable per kilometre rate published by Canada Revenue Agency for the effective year.

**4. Private Dwelling**

Directors who arrange for private accommodation may claim an allowance of \$40 per night in lieu of commercial accommodation reimbursement. No receipts are required.



**DIRECTOR COMPENSATION BYLAW 2013  
(CONSOLIDATED)**

The following is a consolidated version of Bylaw No. 167, which was adopted on April 25, 2013 and includes the following amendment bylaws:

<b>BYLAW No.</b>	<b>BYLAW NAME</b>	<b>ADOPTED</b>	<b>PURPOSE</b>
SRD 246	Director Compensation Bylaw 2013, Amendment No. 1	March 24, 2016	To amend the annual indemnity rates for municipal directors.
SRD 252	Director Compensation Bylaw 2013, Amendment No. 2	June 30, 2016	To amend the definition of 'public body'.
SRD 281	Director Compensation Bylaw 2013, Amendment No. 3	July 12, 2017	To amend the group benefit provisions applicable to directors.
SRD 336	Director Compensation Bylaw 2013, Amendment No. 4	November 7, 2018	To include an annual indemnity rate for the Vice Chair of the Board and to authorize unscheduled compensation reviews.
SRD 349	Director Compensation Bylaw 2013, Amendment No. 5	April 10, 2019	To amend the remuneration paid to directors for the performance of their duties of office.
SRD 376	Director Compensation Bylaw 2013, Amendment No. 6	February 12, 2020	To amend the annual indemnity rate for the Chair, adjustments to the annual indemnity rates, travel time for meetings, scheduled reviews and reimbursement limits for expenses.
SRD 425	Director Compensation Bylaw 2013, Amendment No. 7	March 24, 2021	To amend the remuneration paid to directors for the performance of their duties of office
SRD 430	Director Compensation Bylaw 2013, Amendment No. 8	May 12, 2021	To amend the compensation paid to the Chair for performing the duties of office
SRD 452	Director Compensation Bylaw 2013, Amendment No. 9	February 9, 2022	To amend the compensation paid to Directors for workshop attendance.
SRD 456	Director Compensation Bylaw 2013, Amendment No. 10	February 23, 2022	To amend the annual indemnity rate for directors, Chair, and Vice-Chair

SRD 488	Director Compensation Bylaw 2013, Amendment No. 11	March 15, 2023	To amend the compensation paid to Directors for public hearing attendance.
---------	--	----------------	--

**Unless certified on the last page, this bylaw should not be relied upon for legal purposes. There may be pending updates or revisions to this bylaw. Please contact the Corporate Services Department for the Strathcona Regional District for the most current version.**



## BYLAW NO. 167

---

### A BYLAW TO COMPENSATE DIRECTORS FOR PERFORMING THEIR DUTIES OF OFFICE

---

**WHEREAS** a Regional Board may, pursuant to sections 4 and 176 of the *Local Government Act*, exercise broad corporate powers with respect to the operation of its services including the services of general administration and electoral area administration;

**AND WHEREAS** the Regional District wishes to continue providing compensation to its directors for the performance of their duties of office;

**AND WHEREAS** the Regional District may, pursuant to section 796.2 of the *Local Government Act*, make different provisions for different circumstances and for different classes of persons, places or things established by bylaw;

**NOW THEREFORE** the Board of Directors of the Strathcona Regional District, in open meeting assembled, enacts as follows:

#### Definitions

1. In this bylaw, unless the context otherwise requires:

“**annual indemnity**” means the financial compensation to which a director is entitled by virtue of holding office.

“**compensable meeting**” means a meeting for which a director is entitled to claim remuneration or reimbursement of expenses.

“**constituency expenses**” has the meaning set out in Schedule ‘D’, attached to and forming part of this bylaw.

“**consumer price index**” means the Consumer Price Index for British Columbia (all items) published by Statistics Canada.

“**duties of office**” means:

- (a) with respect to a director, the duties and responsibilities imposed by an enactment or by the Regional Board including, in the case of an electoral area director, those duties required to represent the interests of the director’s constituency, and
- (b) with respect to the Board Chair, representing the interests of the Regional Board at meetings with the Chief Administrative Officer of the Regional District, or with another government, first nation, government body, public body or similar organization without the prior approval of the Regional Board.

“**electoral area director**” means the person elected within an electoral area to sit on the Regional Board.

SRD 425

“**first nation director**” means a director who has been appointed by a treaty first nation to sit as a director on the Regional Board.

“**meeting remuneration**” means the compensation to which a director or alternate director is entitled for the time spent by them to attend a meeting.

“**municipal director**” means a person appointed by a municipality to sit on the Regional Board.

SRD 252

“**public body**” means an external agency, board, commission, society or other similar body to which a director has been nominated or appointed by resolution of the Regional Board to represent the Regional District.

“**reimbursement**” means a payment made to a director to cover the reasonable and necessary expenses incurred by that person in the performance of their duties of office.

“**travel time**” means the time spent by a director while in transit for a meeting but excludes the time spent in overnight accommodation or at the meeting.

SRD 452

“**workshop**” means a seminar, forum or other similar event intended for directors to collectively familiarize themselves with a topic or topics relevant to their duties of office and, at which event, no voting will occur.

**Annual Indemnity Rates**

2. (1) Each director shall be paid an annual indemnity in accordance with the terms of this bylaw.

SRD 246,  
349, 425,  
456

(2) For 2022 the annual indemnity rates for directors are \$51,515 for electoral area directors and \$15,522 for municipal and first nations directors.

SRD 376,  
456

(3) In addition to the rates set out in subsection (2) the annual indemnity for the Chair of the Regional Board shall be set at \$29,505 for 2022.

SRD 336,  
456

(3A) In addition to the rates set out in subsection (2) the annual indemnity rate for the Vice Chair of the Regional Board shall be set at \$3,472 for 2022.

(4) The annual indemnity amount or amounts to which a director is entitled shall be divided and paid in monthly instalments but the amount payable in any month shall be pro-rated in the event a director holds office for only a part of the month.

(5) Except as provided in sections 8 and 9 the annual indemnity to which a director is entitled may not be transferred or shared with another director or alternate director.

**Retroactive Payments**

SRD  
456

3. (1) [Repealed].

SRD 349, 456

(2) [Repealed].

SRD 430

(3) The Chair’s duties of office are deemed to have always been in effect regardless of the date that such duties were enumerated in this bylaw.

**Adjustments to Indemnity Rates**

4. (1) Commencing on January 1, 2022 and annually thereafter, the rates established in sections 2(2), 2(3) and 2(3A) shall, unless otherwise prescribed, be increased or decreased by a percentage equivalent to the change in the Consumer Price Index for the immediately preceding 12 months.

SRD 336,  
456

(1A) In addition to the adjustment authorized by subsection (1), the indemnity rate for municipal or first nations directors shall be increased by 1.65 per cent commencing January 1, 2022 and annually thereafter.

SRD 376,  
425, 456

(2) [Repealed].

SRD 246

(3) The rates adjusted pursuant to subsection (1) shall be rounded to the nearest dollar.

**Remuneration for Meeting Attendance**

5. (1) Each director shall be entitled to claim remuneration for attendance at meetings in accordance with Schedule 'A', attached to and forming part of this bylaw.
- (2) For clarity, a person may not make more than one claim for attendance at any meeting regardless of the number of positions held.

**Business Expense Reimbursement**

6. (1) Directors are entitled to claim reimbursement for such expenses as may reasonably be incurred in the performance of their duties of office in accordance with Schedule 'B', attached to and forming part of this bylaw.

SRD 349

(2) Where the reimbursement of an expense is not authorized in this bylaw the Chair or the Chief Administrative Officer may, upon receipt of a written request from a director, pre-approve the reimbursement of the expense and advise the Board of such action at the next meeting.

**Workshop Attendance**

- 6A. Despite any other provision of this bylaw, each director who attends a workshop that has been previously approved by resolution of the Board shall be entitled to claim remuneration and expenses for their attendance at the workshop on the same basis as if the workshop was a duly called meeting of the Regional Board.

SRD 452

**Group Benefit Coverage**

7. The Regional District shall provide a package of group benefits for directors and alternate directors as outlined in Schedule 'C', attached to and forming part of this bylaw.

**Alternate Director Entitlements**

8. The provisions of this bylaw apply to an alternate director when taking the place of a director except that an alternate director must take the place of a director for a period of at least 30 consecutive days in order to qualify for payment of the director's annual indemnity.

**Vice Chair Entitlements**

9. (1) When taking the place of the Chair of the Regional Board, a Board committee, or another body established by the Regional District, the provisions of this bylaw apply to the Vice Chair of the Board, committee or other body as if that person was the Chair rather than the Vice Chair.
- (2) Despite subsection (1) the Vice Chair of the Regional Board must take the place of the Chair for a period of at least 30 consecutive days in order to qualify for payment of the Chair's annual indemnity.

**Processing of Claims**

10. (1) A claim for remuneration or reimbursement of expenses must not be processed for payment until the claimant has completed, signed and submitted the claim on the prescribed form.
- (2) Claims submitted for payment more than 30 days after the calendar year in which the meeting, event or other activity was held or the expense was incurred will not be processed.
- (3) In the event that a claim for remuneration or reimbursement of expenses is disallowed or partially disallowed, the claimant may appeal the decision to the Regional Board which shall consider and rule on the matter.
- (4) Notwithstanding any provision of this bylaw the Chief Administrative Officer may withhold payment of an indemnity amount, remuneration claim or expense reimbursement pending review by the Regional Board.

**Compensation Review**

11. (1) An independent review of the compensation and benefit coverage provided by this bylaw shall be conducted in the first quarter of the second year following each general local election commencing in 2022.
- (2) Despite subsection (1) the Board may authorize a review of this bylaw or any provision thereof to be undertaken independently of the scheduled review.

SRD 336,  
376. 456

SRD 376

**Effective Date**

12. This bylaw shall come into effect on the day after its adoption.

**Repeal**

13. Bylaw No. 2922, being Strathcona Regional District Remuneration and Expenses Bylaw 2006, is repealed in its entirety.

**Citation**

14. This bylaw may be cited for all purposes as Bylaw No. 167, being Director Compensation Bylaw 2013.

**Schedule 'A'**

SRD 349

**Meeting Remuneration**

**Meeting Attendance by Directors**

1. Directors are entitled to claim remuneration for attendance at meetings for which they are members in accordance with the following table:

SRD 488	Meeting Type	Rates		Particulars
		Director	Chair*	
	Regional Board	\$160 per meeting	\$256 per meeting	Meeting rate for Chair included in annual indemnity
	Committee of the Whole	\$160 per meeting	\$256 per meeting	Chair rate includes director rate component
	Electoral Areas Services Committee			
	Strathcona Gardens Commission			
	Parcel Tax Roll Review Panel			
	other standing, select or special committee of the Regional Board			
	Municipal Services Committee	\$160 per meeting	\$256 per meeting	Not claimable if meeting held on same day as Regional Board or Board committee
	public hearing	\$2,500 annually for all public hearing attendance		Attending at least one public hearing in the year required to trigger annual rate.
	public body	\$160 per day	n/a	Provided that public body does not pay meeting remuneration and subject to authorizing resolution of Regional Board

*\*Chair means Board Chair, committee Chair or other Chair as the context requires*

**Travel Time for Meetings**

2. Directors are entitled to claim \$30.00 for each hour of travel time to attend and return from a compensable meeting provided that the meeting is convened at a location that is more than 60 kilometres or one hour travel time from the director's home.

SRD 376

**Meeting Attendance by Non-Members**

3. Directors who are not members of a Regional District committee or commission are entitled to claim for their attendance at a meeting of the committee or commission as if they were a member, provided that the director has received a written invitation to attend the meeting by the Chair of the committee or commission.

**Election for Automatic Payment**

4. Except for the meetings of a public body, a director may elect in writing to have the meeting remuneration to which they are entitled paid automatically based on their attendance at one or more of the Regional Board, committee or other meeting types included in section 1.

**Schedule 'B'**  
**Expense Reimbursement**

SRD 376

**Reimbursement Limits for Expenses**

1. Directors are entitled to claim the following expenses up to the maximum specified:

<b>Expense Type</b>	<b>Maximum Payable</b>	<b>Particulars</b>
Commercial accommodation (single occupancy)	actual cost up to Province of B.C. rate limits	director discretion to be used when rates not applicable
Non-commercial accommodation	\$35.00 per day	no receipt required
Approved conferences & courses*	actual cost	includes registration fees and required course materials
Private motor vehicle use – hard surfaced roads	The lesser of: <ul style="list-style-type: none"> <li>• the rates established by the Canada Revenue Agency, and</li> <li>• return airfare and ground transportation equivalent</li> </ul>	no receipt required for private motor vehicle use
Private motor vehicle use – gravel roads	\$0.12 per km premium over hard surfaced rate	no receipt required for private motor vehicle use
Private motor vehicle insurance	difference between personal (Rate Class 002 or 003) and business class (Rate Class 007) premiums	
Ferry, airline or ground transportation	actual cost	includes public transit and commercial transportation
Meals	\$20.00 (breakfast) \$25.00 (lunch) \$35.00 (dinner)	no receipt required
Per diem while on travel status	\$125.00 per 24 hour period less meals provided	no receipt required
Information circulars	actual cost	includes printing and circulation
Meeting room rental	actual cost	
Communication charges	actual cost	includes one cellular phone line, one telephone line, one facsimile line and one internet connection
Photocopy charges and other office expenses	actual cost	

\* includes annual conventions for Association of Vancouver Island & Coastal Communities, Federation of Canadian Municipalities, Union of British Columbia Municipalities and other approved events of these organizations.

**Qualifying Expenses**

2. Only those costs necessarily incurred for the conduct of Regional District business are reimbursable.

**Chair Expenses**

SRD 430

3. The Chair is entitled to reimbursement of expenses incurred to perform his or her duties of office regardless of whether the meeting or other event for which the expenses are claimed is compensable.

**Partner Expenses**

4. For convenience, in the event a director wishes to have their spouse or partner accompany them to a conference or other approved event, the Regional District may pay the applicable fees and charges associated with such spousal participation provided that those costs are subsequently deducted from one or more expense claims submitted by the director.

**Out of Province Expenses**

5. Except for expenses related to the annual Federation of Canadian Municipalities convention, approval by the Regional Board is required for the reimbursement of expenses incurred by a director for attendance at meetings, conventions or other events held outside the boundaries of British Columbia.

**Refund of Costs Paid on Director's Behalf**

6. Where the Regional District has incurred costs in relation to a director's attendance at a meeting, conference or other event and:
  - (a) the director does not attend the meeting, conference or other event,
  - (b) the absence of the director was not due to illness or an emergency, and
  - (c) the Regional District is otherwise unable to recover some or all of the costs incurred,

the director shall refund 50% of the unrecoverable costs to the Regional District.

**Receipts and Documentation**

7. Unless otherwise indicated receipts are required to be included with all claims for expense reimbursement.

**Taxes and Levies**

8. Federal, Provincial and municipal taxes and levies are claimable expenses.

SRD 281

**Schedule 'C'**  
**Group Benefits**

**Group Benefit Coverage**

1. The following group benefits will be provided to participating directors and alternate directors on the basis specified:

Benefit Type	Coverage Details	Premium Payments	
		Directors	Alternate Directors
Medical Services Plan	basic coverage (if not otherwise provided)	100% by the Regional District	50% by the Regional District, 50% by the individual
Extended health	paramedical, dental, vision care, prescription drugs, ambulance, travel insurance, etc.		
Personal accident insurance (AD&D)	while on Regional District business only		100% by the Regional District
Life insurance (standard)	\$50,000 maximum		50% by the Regional District, 50% by the individual
Life insurance (optional)	above \$50,000 or spousal insurance		100% by the individual

**Coverage Limitations**

2. All benefit programs are subject to the plan limitations set by the provider.

**Schedule 'D'**  
**Constituency Expenses**

**Constituency Expenses Defined**

1. Constituency expenses are defined as the costs incurred by an electoral area director while conducting Regional District business related exclusively to the area represented by the director.

**Eligible Expenses**

2. Expenses which qualify as constituency expenses are those reimbursable expenses listed in Schedule 'B' and the following:
  - meeting facilitation costs
  - meetings which fall outside of the scope of Schedule 'A'
  - travel costs for constituency purposes subject to the limits set out in Schedule 'B'
  - postage and office expenses
  - advertising costs including business cards
  - membership in the Coastal Community Network

**Limit on Expenses**

3. Constituency expenses which exceed the limits set out in the adopted financial plan will not be reimbursed.

**Receipts and Documentation**

4. The requirements for providing receipts for claiming reimbursement of constituency expenses are the same as those set out in Schedule 'B'.

**Taxes and Levies**

5. Federal, Provincial and municipal taxes and levies are claimable expenses for the purposes of reimbursement of constituency expenses.



**ALBERNI-CLAYOQUOT  
REGIONAL DISTRICT**

**2026 Meeting Schedule**

<b>Date &amp; Time</b>	<b>Meeting</b>	<b>Venue</b>
<b>January 2026</b>		
Wednesday, January 14, 1:30 pm	Board of Directors	Hybrid – ACRD Board Room/Zoom
Thursday, January 15, 10:00 am	Alberni Valley Regional Airport Advisory Committee	Hybrid – ACRD Board Room/Zoom
Wednesday, January 28, 10:00 am	Committee-of-the-Whole	Hybrid – ACRD Board Room/Zoom
1:30 pm	Board of Directors	Hybrid – ACRD Board Room/Zoom
<b>February 2026</b>		
Monday, February 2, 4:30pm	Personnel Committee	Zoom
Tuesday, February 10, 10:00 am	Accessibility Committee	Hybrid – ACRD Board Room/Zoom
Wednesday, February 11, 10:00 am	Regional Hospital District (1 <sup>st</sup> reading of budget)	Hybrid – ACRD Board Room/Zoom
1:30 pm	Board of Directors	Hybrid – ACRD Board Room/Zoom
Thursday, February 12, 9:00 am	Committee of the Whole (In-Person Meeting, Draft Financial Plan Presentation)	Hybrid – ACRD Board Room/Zoom
Tuesday, February 17, 12:45 pm	Agriculture Development Committee	Hybrid – ACRD Board Room/Zoom
Wednesday, February 18, 10:00 am	West Coast Committee (Budget)	Hybrid – Ucluelet Council Chambers/Zoom
Thursday, February 19, 10:00 am	Alberni Valley & Bamfield Area Services (Budget)	Hybrid – ACRD Board Room/Zoom
1:30 pm	Electoral Area Directors Committee (Budget)	Hybrid – ACRD Board Room/Zoom
Tuesday, February 24, 6:00 pm	Bamfield Area Services Committee	Zoom
Wednesday, February 25, 12:30 pm	Parcel Tax Roll Meeting	Hybrid – ACRD Board Room/Zoom
1:30 pm	Board of Directors (Financial Plan Public Consultation)	Hybrid – ACRD Board Room/Zoom
	Regional Hospital District (immediately following above)	
<b>March 2026</b>		
Wednesday, March 4, 1:30 pm	Committee-of-the-Whole (Budget Deliberations)	Hybrid – ACRD Board Room/Zoom
Wednesday March 11, 1:30 pm	Board of Directors (Budget – 1 <sup>st</sup> Reading)	Hybrid – ACRD Board Room/Zoom
	Regional Hospital District (immediately following above)	Hybrid – ACRD Board Room/Zoom

<b>Date &amp; Time</b>	<b>Meeting</b>	<b>Venue</b>
Thursday, March 12, 1:30 pm	Salmon Beach Committee	Zoom
1:30 pm	Transportation Advisory Committee	Hybrid – ACRD Board Room/Zoom
Wednesday, March 25, 1:30 pm	Board of Directors (Budget Adoption)	Hybrid – ACRD Board Room/Zoom
	Regional Hospital District (immediately following above)	
<b>April 2026</b>		
Wednesday, April 8, 9:00 am	Board Remuneration Committee	Hybrid – ACRD Board Room/Zoom
1:30 pm	Board of Directors	Hybrid – ACRD Board Room/Zoom
Thursday, April 16, 10:00 am	Alberni Valley Regional Airport Advisory Committee	Hybrid – ACRD Board Room/Zoom
Tuesday, April 21, 12:45 pm	Agriculture Development Committee	Hybrid – ACRD Board Room/Zoom
Wednesday, April 22, 10:00 am	Electoral Area Directors Committee	Hybrid – ACRD Board Room/Zoom
1:30 pm	Board of Directors	Hybrid – ACRD Board Room/Zoom
	Regional Hospital District (immediately following above)	
<b>May 2026</b>		
Tuesday, May 12, 10:00 am	Accessibility Committee	Hybrid – ACRD Board Room/Zoom
Wednesday, May 13, 10:00 am	Emergency Program Executive	Hybrid – ACRD Board Room/Zoom
1:30 pm	Board of Directors	Hybrid – ACRD Board Room/Zoom
Wednesday, May 20, 10:00 am	West Coast Committee (Grant in Aid)	Hybrid – ACRD Board Room/Zoom
1:30 pm	Alberni Valley & Bamfield Services Committee (Grant In Aid)	Hybrid – ACRD Board Room/Zoom
Thursday, May 21, 10:00 am	Committee-of-the-Whole (Grant In Aid)	Hybrid – ACRD Board Room/Zoom
Tuesday, May 26, 6:00 pm	Bamfield Area Services	Zoom
Wednesday, May 27, 1:30 pm	Board of Directors	Offsite Meeting TBD
<b>June 2026</b>		
Wednesday, June 10, 10:00 am	Regional Hospital District	Hybrid – ACRD Board Room/Zoom
1:30 pm	Board of Directors	Hybrid – ACRD Board Room/Zoom
Thursday, June 11, 10:00 am	Beaver Creek Water Advisory Committee	Hybrid – ACRD Board Room/Zoom
Thursday, June 18, 10:00 am	Electoral Area Directors Committee	Hybrid – ACRD Board Room/Zoom
Wednesday, June 24, 10:00 am	Committee-of-the-Whole	Hybrid – ACRD Board Room/Zoom
1:30 pm	Board of Directors	Hybrid – ACRD Board Room/Zoom

<b>Date &amp; Time</b>	<b>Meeting</b>	<b>Venue</b>
<b>July 2026</b>		
Tuesday, July 14, 12:45 pm	Agriculture Development Committee	Hybrid – ACRD Board Room/Zoom
Thursday, July 16, 10:00 am	Alberni Valley Regional Airport Advisory Committee	Hybrid – ACRD Board Room/Zoom
Wednesday, July 22, 10:00 am	Committee-of-the-Whole	Hybrid – ACRD Board Room/Zoom
1:30 pm	Board of Directors	Hybrid – ACRD Board Room/Zoom
<b>August 2026</b>		
Tuesday, August 18, 6:00 pm	Bamfield Area Services Committee	Zoom
Wednesday August 19, 10:00 am	West Coast Committee	Hybrid – Ucluelet Council Chambers/Zoom
Wednesday, August 26, 10:00 am	Alberni Valley & Bamfield Services Committee	Hybrid – ACRD Board Room/Zoom
1:30 pm	Board of Directors	Hybrid – ACRD Board Room/Zoom
<b>September 2026</b>		
Wednesday September 2, 10:00 am	Committee-of-the-Whole	Hybrid – ACRD Board Room/Zoom
Tuesday, September 8, 10:00 am	Accessibility Committee	Hybrid – ACRD Board Room/Zoom
Wednesday, September 9, 10:00 am	Regional Hospital District	Hybrid – ACRD Board Room/Zoom
1:30 pm	Board of Directors	Hybrid – ACRD Board Room/Zoom
Thursday, September 10, 10:00 am	Salmon Beach Committee	Zoom
Wednesday, September 23, 1:30pm	Board of Directors	Hybrid – ACRD Board Room/Zoom
<b>October 2026</b>		
Thursday, October 15, 1:30 pm	Board of Directors	Hybrid – ACRD Board Room/Zoom
<b>November 2026</b>		
Thursday, November 12, 1:30 pm	Board of Directors	Hybrid – ACRD Board Room/Zoom
Tuesday, November 17, 6:00 pm	Bamfield Area Services Committee	Zoom
Thursday, November 19, 10:00 am	Alberni Valley Regional Airport Advisory Committee	Hybrid – ACRD Board Room/Zoom
Wednesday, November 25, 10:00 am	Alberni Valley & Bamfield Services Committee	Hybrid – ACRD Board Room/Zoom
1:30 pm	Board of Directors	Hybrid – ACRD Board Room/Zoom
Thursday, November 26, 10:00 am	Beaver Creek Water Advisory Committee	Hybrid – ACRD Board Room/Zoom
<b>December 2026</b>		
Tuesday, December 1, 10:00 am	Accessibility Committee	Hybrid – ACRD Board Room/Zoom
Wednesday, December 2, 10:00 am	West Coast Committee	Hybrid – Ucluelet Council Chambers/Zoom
Tuesday, December 8, 12:45 pm	Agricultural Development Committee	Hybrid – ACRD Board Room/Zoom
Wednesday, December 9, 10:00 am	Committee-of-the-Whole	Hybrid – ACRD Board Room/Zoom
1:30 pm		

Date & Time	Meeting	Venue
	Board of Directors  Regional Hospital District (immediately following above) (Adopt Provisional Budget)	Hybrid – ACRD Board Room/Zoom
Wednesday, December 16, 1:00 pm	Emergency Program Executive	Hybrid – ACRD Board Room/Zoom

Approved by the Board: Nov. 12, 2025

Updated:

Nov 19, 2025

Nov 28, 2025

Dec 2, 2025

Dec 17, 2025

Jan 9, 2026

Jan 29, 2026

Feb 3, 2026

Feb 13, 2026

Feb 18, 2026

Mar 4, 2026

Mar 10, 2026

Mar 18, 2026

Mar 27, 2026



## Alberni-Clayoquot Regional District & Regional Hospital District 2026 Appointments to Outside Boards, Agencies, Commissions

### **REQUIRED**

#### **Municipal Finance Authority**

- Mike Sparrow
- John Jack, Alternate

#### **E911 Corporation**

- Bob Beckett
- Vaida Siga

#### **Island Coastal Economic Trust**

North Island Sunshine Coast Regional Advisory  
(Chair of ACRD Board)

- John Jack

#### **Vancouver Island Regional Library Board**

- Penny Cote,
- Fred Boyko, Alternate

#### **Municipal Insurance Association of BC**

- Penny Cote
- John Jack, Alternate

#### **Island Corridor Foundation**

- Ken McRae, Director  
(April 2025 – March 2027)
- John Jack, Alternate

### **REGIONAL HOSPITAL DISTRICT**

#### **Alberni-Clayoquot Health Network**

##### **Table of Partners**

- Penny Cote
- Vaida Siga

#### **Alberni-Clayoquot Continuing Care Society**

- Vaida Siga

#### **West Coast Native Health Care Society**

- Penny Cote

### **ELECTIVE**

#### **Clayoquot Biosphere Trust**

- Nicky Ling (2024-2028)
- Vaida Siga, Alternate

#### **Barkley Salmon Working Group**

- Penny Cote

#### **Tsawak-qin Public Advisory Group**

- Mike Sparrow
- John Jack, Alternate

#### **AV Museum & Heritage Board**

- Penny Cote
- Mike Sparrow, Alternate

#### **AV Chamber of Commerce**

- Sharie Minions
- Fred Boyko, Alternate

#### **AVICC Special Committee on Solid Waste Management – Political Appointments**

- Tom Stere,
- John Jack, Alternate

#### **Somass Fish Flow Committee**

- Penny Cote

#### **Strathcona Regional District Natural Resource Committee**

- John Jack
- Tom Stere

#### **AVICC Climate Leadership Plan Steering Committee**

- Tom Stere
- Penny Cote, Alternate

#### **Port Alberni Community Action Team**

- Debbie Haggard



## ALBERNI-CLAYOQUOT REGIONAL DISTRICT

### Alberni-Clayoquot Regional District 2026 Standing and Select Committee Appointments

#### Alberni Valley & Bamfield

##### Services Committee

Committee Member
Debbie Haggard (Chair)
Mike Sparrow (Vice-Chair)
Fred Boyko
Susan Roth
Sharie Minions
John Jack
Penny Cote
Moriah Cootes
Bob Beckett

#### Electoral Area Directors Committee

Committee Member
Mike Sparrow (Chair)
Susan Roth
Bob Beckett (Vice-Chair)
Fred Boyko
Penny Cote
Vaida Siga

#### West Coast Committee

Committee Member
Tom Stere, Chair
Marilyn McEwen, Vice-Chair
Vaida Siga
Levana Mastrangelo
Kirsten Johnsen
Ex-Officio Members:
Vacant, Tla-o-qui-aht First Nation
John Rampanen, Ahousaht First Nation
Bob Anderson, Hesquiaht First Nation
Dave Tovell, Pacific Rim National Park

#### Personnel Committee

Committee Member
John Jack
Tom Stere
Sharie Minions
Penny Cote
Marilyn McEwen

#### Agricultural Advisory Committee

Committee Member
Fred Boyko
Penny Cote
Larry McMahon
Lisa Aylard
Ray Dol
Star Miklashek
Wayne Smith
Russell Dyson
Tseshah First Nation (vacant)
Hupacasath First Nation (vacant)



## ALBERNI-CLAYOQUOT REGIONAL DISTRICT

### Bamfield Area Services Committee

Committee Member	Appointed	Term of Completion
Bob Beckett	N/A	N/A
Moriah Cootes	N/A	N/A
John Jack	N/A	N/A
Christine Gruman	Dec 2023	Dec 2026
Bob Schmidt	Dec 2023	Dec 2026
Lisa Herbig	Dec 2023	Dec 2026
John Mass	Dec 2023	Dec 2026

### Salmon Beach Committee

Committee Member	Appointed	Term of Completion
Vaida Siga, Chair	N/A	N/A
Greg Kightley, Member at Large	2026	May 2026
Jill Maibach, Member at Large	2025	2028
Terry Graff, Member at Large	2025	2028
Ron McKinlay, Member at Large	2025	2028
Ken Lunde, Member at Large	2025	2028

### Beaver Creek Water Advisory

Committee Member	Appointed	Term of Completion
Susan Roth, Chair	N/A	N/A
Gord Blakey	Jan 2023	Jan 2029
Pam Craig	Jan 2023	Jan 2029
Christy Arsenault	Feb 2025	Feb 2028
Brad Jasken	Feb 2025	Feb 2028
Jim Warm	Feb 2025	Feb 2028



## ALBERNI-CLAYOQUOT REGIONAL DISTRICT

### Bamfield Parks Commission

Committee Member	Appointed	Term of Completion
Bob Becket	N/A	N/A
Sheryl Ferguson	April 2024	April 2027
Andrea Butler	April 2024	April 2028
Daniel Zayonc	April 2024	April 2028

### Sproat Lake Parks Commission

Committee Member	Appointed	Term of Completion
Joe Lamoreaux, Chair	January 2024	January 2027
Penny Cote	N/A	N/A
Chris Law	January 2024	January 2027
Sabrina Zimmerman	January 2024	January 2027
Brian Callender	January 2024	January 2027
Paul Andrew	January 2024	January 2027
Bob Aston	January 2024	January 2027
Danielle Marley	January 2024	January 2027
Andrew Perkins	January 2025	January 2028
Diane Marchut	January 2025	January 2028



## ALBERNI-CLAYOQUOT REGIONAL DISTRICT

### **Agricultural Development Committee**

<b>Committee Member</b>	<b>Appointed</b>	<b>Term of Completion</b>
Fred Boyko	N/A	N/A
Ann Siddall, Fall Fair	January 2025	January 2027
Bob Collins, Primary Agriculture Producer - Arrowvale Farm	January 2025	January 2027
Tanya Shannon, Primary Agriculture Producer - Shannon Farms, Vice-Chair	January 2025	January 2027
Heather Shobe, Primary Agriculture Producer - Eden Tree Farm, Chair	January 2025	January 2027
Lisa Aylard, Primary Agriculture Producer – Stonehaven Farm	January 2025	January 2027
Helen Zanette, SD70 Trustee	January 2025	January 2027
Erika Goldt, Eat West Coast	January 2025	January 2027
Sarah Rymer, Spirit Square Farmers Market	January 2025	January 2027
Cecilia Addy, Port Alberni Port Authority Dock+Foodhub	January 2025	January 2027
Anna Lewis, Alberni Valley Food Security Society	January 2025	January 2027
Wayne Smith, Alberni Farmers' Institute	January 2025	January 2027
Patty Palmer, 4-H	January 2025	January 2027
Vacant, Tseshaht First Nation Member		
Vacant, Marine Producer		
Vacant, Hupacasath First Nation Member		



## ALBERNI-CLAYOQUOT REGIONAL DISTRICT

<b>Agriculture Development Committee Ex-Officio Members:</b>
Kirsten Nesbitt, SD70 Staff
Pat Deakin, City of Port Alberni
Katie Miles, Coastal Foods Roundtable Facilitator, Tofino Community Food Initiative
Thom O'Dell, Ministry of Agriculture
Vacant, Nuu-chah-nulth Tribal Council
Kaley Ruel, Island Health
Penny Cote, Agriculture Advisory Committee
Larry McMahon, Agriculture Advisory Committee
Ray Dol, Agriculture Advisory Committee
Star Miklashek, Agriculture Advisory Committee
Russell Dyson, Agriculture Advisory Committee

### **Alberni Valley Regional Airport Advisory Committee**

<b>Committee Member</b>	<b>Appointed</b>	<b>Term of Completion</b>
Mike Ruttan, Member at Large (Business Community)	Mar 2021	January 2027
Tom Verbrugge, Director representing City of Port Alberni	N/A	N/A
Penny Cote, ACRD Director representing Alberni Valley Electoral Areas	N/A	N/A
Mike Sparrow, ACRD Director Representing Alberni Valley Electoral Areas	N/A	N/A
Moriah Cootes, Director, Uchucklesaht Tribe	N/A	N/A
Dean Sept, Member at Large (Business Community)	Aug 2023	August 2027
Serena Mayer, Councillor, Hupacasath	February 2025	February 2027
Shelley Crest, Port Alberni Port Authority	January 2025	January 2027
Dylan Ashwood, Alberni Valley Chamber of Commerce	February 2025	February 2027
Harley Wylie, Councillor, Tseshah First Nation	January 2023	January 2027
Hakon Askerhaug, Coulson Aviation	March 2024	January 2027



## ALBERNI-CLAYOQUOT REGIONAL DISTRICT

### Transportation Advisory Committee

Committee Member
Bob Beckett, Chair
Mike Sparrow
Levana Mastrangelo
Cindy Solda, City of Port Alberni (Alternate Councillor Charles Mealey)
Marilyn McEwen, District of Ucluelet
Dan Law, District of Tofino
Brandy Lauder, Hupacasath First Nation
Judith Sayers, NTC
Ken Watts, Tseshah First Nation (Alternate Bella Fred)
Colin Koszman, Mosaic Forest Management (Alternate Jimmie Hodgson)
Michael Pearson, Ministry of Transportation
Josh Jenkins, Ucluelet Chamber of Commerce
Dean Fauchon, Tsawak-qin-Forestry
John McNabb, Member at Large
Arne Elias, Port Alberni Port Authority (Alternate Zoran Knezevic)
Jolleen Dick, Alberni Valley Chamber of Commerce
Tiffany Olsen, Executive Director Tofino-Long Beach Chamber of Commerce
Marcie Dewitt, Alberni-Clayoquot Health Network
Ken McRae, Business Community



## ALBERNI-CLAYOQUOT REGIONAL DISTRICT

### Accessibility Committee

Committee Member	Appointed	Term of Completion
Vaida Siga	N/A	N/A
Mike Sparrow, Alternate	N/A	N/A
Cindy Solda, City of Port Alberni, Chair	N/A	N/A
Dustin Dame, CPA Alternate	N/A	N/A
Amber Severinson	Jan 2024	Jan 2027
Deanna Spencer, Member at Large	Jan 2024	Jan 2027
Nicole Uzelman, Vice-Chair	Jan 2024	Jan 2027
Jamie Tattrie	Jan 2024	Jan 2027
Kat Belisle	April 2025	April 2028
Deserray McClary	April 2025	April 2028

### Alberni-Clayoquot Regional District Emergency

#### Program Executive Committee

Committee Member
Bob Beckett
Fred Boyko
Vaida Siga
Penny Cote
Susan Roth
Mike Sparrow
Sharie Minions
Cindy Solda

#### Board of Variance

Committee Member	Appointed	Term of Completion
Bob Cole	February 8, 2023	February 8, 2029
Bob Haynes	February 8, 2023	February 8, 2029
Vacant		



## ALBERNI-CLAYOQUOT REGIONAL DISTRICT

### SELECT COMMITTEES:

#### Solid Waste Management Plan Committee

Committee Member	Appointed	Term of Completion
John Jack	N/A	N/A
Tom Stere	N/A	N/A
Moriah Cootes, Uchucklesaht Tribe Government	Sept 2023	Sept 2029
Spencer Touchie, Yuułuʔiłʔatḥ	Sept 2023	Sept 2029
Fraser Work, Consultant, West Coast	Sept 2023	Sept 2029
Terry Deakin, Industry, Alberni Valley	Sept 2023	Sept 2029
Helen Zanette, School District 70	Sept 2023	Sept 2029
Carolyn Shaffer, Member at Large, Port Alberni	Sept 2023	Sept 2029
Kaal Haugen, Huu-ay-aht First Nations	Sept 2023	Sept 2029
John McNabb, Member at Large, Port Alberni	Sept 2023	Sept 2029
William Severinson, Tla-o-qui-aht First Nation	Sept 2023	Sept 2029
Jaquie Arsenault, Toquaht Nation	Sept 2023	Sept 2029
Robin Jackson, Contractor, West Coast	Sept 2023	Sept 2029
Jake Turek, Ministry of Agriculture & Food	Sept 2023	Sept 2029
Aaron Rodgers, District of Tofino	Sept 2023	Sept 2029
Todd Thomson, Ministry of Environment & Climate	Sept 2023	Sept 2029
Mayco Noel, Residential Hauler, Ucluelet	Sept 2023	Sept 2029
Tory Bouchard, City of Port Alberni	Sept 2023	Sept 2029
James MacIntosh, District of Ucluelet	Sept 2023	Sept 2029
Darrell Ross, Tseshah First Nation	Sept 2023	Sept 2029
Harley Wylie, Tseshah First Nation	Sept 2023	Sept 2029



## ALBERNI-CLAYOQUOT REGIONAL DISTRICT

### *ADVISORY PLANNING COMMISSIONS (APC'S):*

#### **Bamfield APC**

<b>Committee Member</b>	<b>Appointed</b>	<b>Term of Completion</b>
Max Salamon	May 2025	May 2027
J.P. Haste	May 2025	May 2027
John Mass	May 2024	May 2026
Brian McKay	May 2024	May 2026
Kevin McAughtrie	May 2024	May 2026
Stella Wenstob	May 2024	May 2026
Glenn Ballman	May 2024	May 2026
Jane Morrison	May 2025	May 2027
Tom Campbell	May 2024	May 2026
James Willock	May 2024	May 2026
Bob Beckett	N/A	N/A
Bob Schmitt, Alternate Director	N/A	N/A

#### **Beaufort APC**

<b>Committee Member</b>	<b>Appointed</b>	<b>Term of Completion</b>
George Haack	May 2024	May 2026
Peter Dekens	May 2025	May 2027
Claude Lessard	May 2025	May 2027
Lisa Aylard	May 2024	May 2026
Steve King	May 2024	May 2026
Les Toth	May 2025	May 2027
Graham Tate	May 2024	May 2026
Steve Mabley	May 2025	May 2027
Douglas Hedman	May 2025	May 2027
Shane Eckenswiller	May 2025	May 2027
Fred Boyko	N/A	N/A
Jack McLeman, Alternate Director	N/A	N/A



## ALBERNI-CLAYOQUOT REGIONAL DISTRICT

### Long Beach APC

<b>Committee Member</b>	<b>Appointed</b>	<b>Term of Completion</b>
Scott MacDonald	May 2024	May 2026
Rachael O'Callahan	May 2025	May 2027
Jamie Pleune	May 2024	May 2026
Terry Graff	May 2024	May 2026
Jennifer Fitzgerald	May 2025	May 2027
Nicky Ling	May 2025	May 2027
Janet Busby	May 2025	May 2027
Carol Sedgwick	May 2024	May 2026
Julie Edwards	May 2024	May 2026
Vaida Siga	N/A	N/A
Kel Roberts, Alternate Director	N/A	N/A

### Sproat Lake APC

<b>Committee Member</b>	<b>Appointed</b>	<b>Term of Completion</b>
Geo Monrufet	May 2025	May 2027
Roberta Jensen	May 2024	May 2026
Walter Konkin	May 2024	May 2026
Mark Marley	May 2025	May 2027
Mark Molander	May 2024	May 2026
Joann Bessler	May 2024	May 2026
Sheri Gerigk	May 2025	May 2027
Ken Watts, Tseshah, Chief Councillor	May 2024	May 2026
Penny Cote	N/A	N/A
Rene Lacoursiere, Alternate Director	N/A	N/A



## ALBERNI-CLAYOQUOT REGIONAL DISTRICT

### Beaver Creek APC

Committee Member	Appointed	Term of Completion
Gordon Blakey	May 2025	May 2027
Sue Thomas	May 2025	May 2027
Clark Power	May 2025	May 2027
Jim Warm	May 2025	May 2027
Nicholas Thierstein	May 2025	May 2027
Christy Arsenault	May 2024	May 2026
Brad Jasken	May 2024	May 2026
Susan Roth	N/A	N/A
Harley Wylie	N/A	N/A

### Cherry Creek APC

Committee Member	Appointed	Term of Completion
John Versteeg Jr.	May 2025	May 2027
Denis Francoeur	May 2024	May 2026
Charlaine Lacroix	May 2025	May 2027
Lynn Krupek	May 2024	May 2026
Lars Banke	May 2024	May 2026
Anton Haffner	May 2025	May 2027
Diana Banke	December 2024	December 2026
Mike Lesosky	May 2025	May 2027
Mike Sparrow	N/A	N/A
Sharon Price, Alternate Director	N/A	N/A

Approved: Jan 28, 2026 - Board of Directors



## Proposed Case Initiative (PIC)

<b>Service Area:</b>	General Government (Service #020)
<b>Initiative Name:</b>	06 - Directors Benefits
<b>Implementation Year:</b>	2024
<b>Status:</b>	For Board Consideration

---

### **Project Description:**

The Alberni-Clayoquot Regional District (ACRD) Board of Directors have directed staff to investigate what it would cost for the ACRD to pay for the elected officials benefits coverage, which includes extended health and dental.

### **Organizational Problem or Opportunity:**

Bylaw No. A1090 - A Bylaw to Provide Board Member Remuneration Expenses and Benefits states that “Directors are eligible for medical, extended health, dental and group life insurance benefits for themselves and their dependents on the same basis that the Regional District provides those benefits to its employees, provided that all costs for those benefits are paid in full by the Director.” As a Regional District the ACRD is a provider through the Union of BC Municipalities Group Benefits Plan and provides extended medical, dental, life insurance, accidental death & dismemberment, and long-term disability coverage for eligible part- and full-time employees. Bylaw No. A1090 also states that “an independent review of Directors remuneration, expenses, and benefits shall be conducted every 4 years prior to the next local government election,” with the last review completed in 2022 and the next to be scheduled in 2026 prior to the next General Local Election.

Direction was given at a Board of Directors meeting in 2023 for staff to investigate what the costs would be for ACRD to pay for benefits coverage for elected officials. ACRD staff have requested cost estimates from our UBCM Group Benefits Plan Administrator as well as more information regarding eligibility and outlining what the process would be to implement this change if it were to be approved.

### **Strategic Alignment:**

There is no link to the 2024-2027 Strategic Plan as this PIC relates to core General Government operations.

### **Financial Impacts and/or Opportunities:**

The following cost estimates were provided by the UBCM Group Benefits Plan Administrator

Extended Health (Single/Couple/Family)			Dental Single/Couple/Family		
81.94	181.99	181.99	64.32	122.13	222.59

If the ACRD were to pay the costs of extended health and dental benefits for the 14 Directors, the costs would range from:

- \$146.26- \$404.58/ monthly per Director
- \$1,755.12- \$4,854.96/ annually per Director
- \$24,571.68 - \$67,969.44/ annually for 14 Directors

**Risk Evaluation:**

Enrollment into Elected Officials Benefits Plans are generally only permitted during an enrollment window, which is usually November-February, immediately following the General Local Election. The UBCM Group Benefits Plan Administrator has indicated that an amendment to the Elected Officials coverage plan may not be possible at this time as the enrollment period has expired. If the ACRD would like to request permission to amend the current coverage a request to Pacific Blue Cross would need to be made to permit enrollment of Directors that previously opted-out to reduce the risk of anti-selection. As coverage for life insurance, AD&D, and long-term disability are based on annual income this may not be relevant to investigate further.

**Alternative Options:**

To wait until the 2026 independent review of Directors remuneration, expenses, and benefits is complete before considering any changes to Directors benefits.