



# Alberni-Clayoquot Regional District

## BOARD REMUNERATION COMMITTEE MEETING

MONDAY, JULY 30, 2018, 2:00 PM

Regional District Board Room, 3008 Fifth Avenue, Port Alberni, BC

### AGENDA

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	PAGE #
<b>1. <u>CALL TO ORDER</u></b>	
Recognition of Traditional Territories.	
<b>2. <u>ADOPTION OF MINUTES</u></b>	
a. <b>2018 Board Remuneration Review Committee Meeting – July 18, 2018</b>	<b>2-3</b>
<i>THAT the minutes of the 2018 Board Remuneration Review Committee meeting held on July 18, 2018 be adopted.</i>	
<b>3. <u>PRESENTATIONS</u></b>	
a. <b>2:00 pm – Penny Cote</b>	
b. <b>2:15 pm – Josie Osborne</b>	
c. <b>2:30 pm – Lucas Banton</b>	
<b>4. <u>QUESTIONS</u></b>	
a.     Submitted Answers from ACRD Directors – Attached Separately	
<b>5. <u>REPORTS</u></b>	
a.     Example of Impact of CPI Increase	<b>4-6</b>
b.     Elimination of Non-Taxable Allowance for Elected Officials	<b>7</b>
c.     Bylaws of Comparative Regional Districts	<b>8-44</b>
d.     Discussion – Next Steps	
<b>4 <u>NEXT MEETING</u></b>	
<b>5 <u>ADJOURN</u></b>	



# Alberni-Clayoquot Regional District

Notes of the 2018 Board Remuneration Review Committee Meeting held on Wednesday, July 18, 2018 in the Regional District Board Room, 3008 Fifth Avenue, Port Alberni, BC

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**Committee** Don Ferster  
**Members:** Bob Cole  
Eric Russcher, Chair

**Staff:** Douglas Holmes, Chief Administrative Officer  
Wendy Thomson, Manager of Administrative Service

## 1. **CALL TO ORDER & APPOINTMENT OF CHAIRPERSON**

The Manager of Administrative Services called the meeting to order at 11:000 am.  
E. Russcher was appointed Chair of the 2018 Board Remuneration Review Committee.

## 2. **BOARD REMUNERATION REVIEW COMMITTEE**

### a. **Board Remuneration Review Policy with Terms of Reference**

The Committee reviewed the policy and terms of reference.

### b. **Bylaw A1078 Board Remuneration 2017**

The Committee reviewed the current Bylaw.

Regional District staff will provide the Committee with copies of remuneration bylaws from three similar size Regional District's and include a comparative of remuneration, and expenses paid to Directors including any other benefits.

## 3. **REPORTS & CORRESPONDENCE**

- a. Board Meeting List 2018
- b. 2018 ACRD & ACRHD Committee Lists
- c. 2018 Appointments to Outside Boards, Committees, Commission
- d. 2015-2017 elected Officials Remuneration and Expenses
- e. Municipal Officer's Expense Allowance
- f. Questions for Directors for Consideration

The Committee reviewed the provided documentation a to f.

The CAO provided an update on new legislation which comes into effect in 2019 whereby elected officials will no longer receive the tax free allowance. Staff will

bring back information on the impact of the new legislation and options to address the financial impact to elected officials.

Staff were requested to bring back options for implementing a cost of living adjustment (COLA) in each of the 4 years of the elected officials term and include what the rate would have been over the past 4 years if COLA had been applied in the current bylaw.

#### **4**     **NEXT MEETING & REVIEW PROCESS**

The Committee discussed news steps in the review process.

- The Committee will review all the correspondence provided
- Staff will arrange and opportunity for interested Directors to meet individually with the Committee to provide input into remuneration, expenses and benefits paid to elected officials
- Staff will send out the questions to all Directors
- Staff to provide all requested information prior to the next meeting

Next Meeting: Monday, July 30<sup>th</sup> – 2:00 pm

#### **5**     **ADJOURN**

The meeting adjourned at 11:33 pm.



## MEMORANDUM

**To:** Board Remuneration Review Committee

**From:** Teri Fong, CPA, CGA, Manager of Finance

**Meeting Date:** July 27, 2018

**Subject:** Example of Impact of CPI Increases

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At the July 18, 2018 Board Remuneration Review Committee meeting there was discussion regarding the inclusion of a Cost of Living Allowance (COLA) in the proposed new remuneration bylaw and a request to see the impact as if such a clause had been included in the previous Bylaw A1078.

Attached to this report is an example of the impact a CPI increase clause would have had on the bylaw as well as the annual impacts that would have resulted to the elected officials.

Staff recommend that if the committee would like to include a COLA clause in the new bylaw that the following CPI be used to calculate the increases as it is consistent with other agreements within the ACRD:

The CPI increase will be calculated as the greater of Zero (0.0%) and the percentage change of the CPI from the last two (2) years. CPI shall mean the Consumer Price Index for Victoria, BC, All Items, annual average, not seasonally adjusted, as published by Statistics Canada.

Submitted by: \_\_\_\_\_

Teri Fong, CPA, CGA, Manager of Finance

Approved by: \_\_\_\_\_

Wendy Thomson, Manager of Administrative Services

**Example of Rates if CPI Increases had been applied on previous remuneration Bylaw A1078**

<i>Effective Date</i>	<i>December 1, 2014</i>	<i>December 1, 2015</i>	<i>December 1, 2016</i>	<i>December 1, 2017</i>
CPI Increase from prior year		0.86%	1.11%	1.77%
Director's Remuneration – includes 23 Board meetings & 12 Regional Hospital District meetings - <i>per year</i>	\$6,500	\$6,556	\$6,629	\$6,746
Director's Remuneration for attendance at additional Board meetings (above the 2 regular Board meetings) - <i>per meeting</i>	\$160	\$161	\$163	\$166
Electoral Areas – additional amount - <i>per year</i>	\$2,600	\$2,622	\$2,651	\$2,698
Chairperson – additional amount - <i>per year</i>	\$6,500	\$6,556	\$6,629	\$6,746
West Coast Directors (Electoral Areas A & C, Districts of Tofino & Ucluelet) – additional amount - <i>per year</i>	\$2,100	\$2,118	\$2,142	\$2,179
Committee meeting where travel to the meeting is less than 60km - <i>per meeting</i>	\$70	\$71	\$71	\$73
Committee meeting where travel to the meeting is 60km or greater - <i>for first meeting in a day</i>	\$145	\$146	\$148	\$150
Committee meeting where travel to the meeting is 60km or greater - <i>for additional meetings in a day</i>	\$70	\$71	\$71	\$73
Attendance at conferences, conventions, or other meetings - <i>per day</i>	\$160	\$161	\$163	\$166
Alternate Director – attendance at Board meetings where travel to the meeting is less than 60km - <i>per meeting</i>	\$160	\$161	\$163	\$166
Alternate Director – attendance at Board meeting where travel to the meeting is 60km or greater - <i>per meeting</i>	\$180	\$182	\$184	\$187

**Example of Impact of CPI if applied on previous remuneration Bylaw A1078  
on Annual Earnings of Elected Officials**

<i>Year</i>	<i>2015</i>	<i>2016</i>	<i>2017</i>	<i>Total</i>
<i>Cumulative CPI Increase since 2014</i>	<i>0.86%</i>	<i>1.97%</i>	<i>3.74%</i>	<i>Impact</i>
Banton, Lucas	\$129	\$286	\$498	\$913
Bennett, Tony	\$139	\$354	\$594	\$1,087
Cootes, Wilfred	\$4	\$138	\$311	\$453
Cote, Penny	\$171	\$442	\$664	\$1,277
Jack, John	\$0	\$3	\$481	\$484
Kokura, Mike	\$112	\$251	\$400	\$763
McLeman, Jack	\$75	\$160	\$266	\$502
McNabb, John	\$137	\$286	\$508	\$932
Osborne, Josie	\$162	\$354	\$401	\$917
Ruttan, Micheal	\$62	\$165	\$260	\$487
St. Jacques, Diane	\$95	\$204	\$353	\$652
Wyton, Keith	\$132	\$292	\$524	\$947
<b>Total Impact</b>	<b>\$1,218</b>	<b>\$2,934</b>	<b>\$5,260</b>	<b>\$9,413</b>



## MEMORANDUM

**To:** Board Remuneration Committee

**From:** Teri Fong, CPA, CGA, Manager of Finance

**Meeting Date:** July 30, 2018

**Subject:** Elimination of Non-Taxable Allowance for Elected Officials

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The Committee requested further information regarding the implications of the elimination of the non-taxable allowance for Elected Officials.

Local governments throughout BC have been considering the three options presented in 'The End of the Tax-Free Allowance' article by Angie Spencer, CPA, CGA, BDO that was included in the last agenda. Many Regional Districts are using the 'Make them Whole' approach and even that has its challenges as it depends on the impact of each elected officials individual tax situation.

It is estimated that the approximate dollar impact of this change could be offset by an increase of 7-10% in remuneration. Many other Regional Districts are currently considering increases that are within this range but most have not made decisions at this time.

Submitted by: \_\_\_\_\_  
Teri Fong, CPA, CGA, Manager of Finance

Approved by: \_\_\_\_\_  
Wendy Thomson, Manager of Administrative Services



## MEMORANDUM

**To:** Board Remuneration Committee  
**From:** Teri Fong, CPA, CGA, Manager of Finance  
**Meeting Date:** July 30, 2018  
**Subject:** Bylaws of Comparative Regional Districts

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The Committee requested the bylaws of three comparable Regional Districts. The following organizations have been included for your consideration as well as a summary of the comparative figures:

- Powell River Regional District
- Squamish-Lillooet Regional District
- Cariboo Regional District

Please note that it is challenging to compare as they each contain different parameters.

Submitted by: \_\_\_\_\_

Teri Fong, CPA, CGA, Manager of Finance

Approved by: \_\_\_\_\_

Wendy Thomson, Manager of Administrative Services

## Remuneration Comparison to Other Regional District

<i>Organization</i>	<i>ACRD</i>	<i>Powell River RD</i>	<i>Squamish-Lillooet RD</i>	<i>Cariboo RD</i>
Director's Remuneration – includes 23 Board meetings & 12 Regional Hospital District meetings - <i>per year</i>	\$6,500	\$8,173	\$12,500	\$10,290
Electoral Areas – additional amount - <i>per year</i>	\$2,600	\$3,274	\$12,500	N/A
Chairperson – additional amount - <i>per year</i>	\$6,500	\$8,232	\$10,724	\$5,145
West Coast Directors (Electoral Areas A & C, Districts of Tofino & Ucluelet) – additional amount - <i>per year</i>	\$2,100	\$1,892	N/A	N/A

**POWELL RIVER REGIONAL DISTRICT**

**BYLAW NO. 510**

\*\*\*\*\*  
Being a bylaw to authorize the payment of remuneration and expenses to Directors and Alternate Directors of the Powell River Regional District.  
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This document is a consolidated version of the “Directors Remuneration and Expenses Bylaw No. 510, 2016” and amendments thereto as set out in Bylaw No. 510.1, 2016; and Bylaw No. 510.2, 2017 consolidated under the authority of Section 139 of the *Community Charter S.B.C.* 2003, c.26 and Powell River Regional District Bylaw No. 309, 1998.

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

**Definitions**

1. In this bylaw unless the context otherwise requires:  
“**Director**” means a person appointed or elected to the Board as an Electoral Area, a Municipal or a Tla’amin Nation Director and includes the Chair and Vice Chair, but does not include an Alternate Director.  
“**Electoral Area Director**” means a person appointed or elected to the Board as a representative of an electoral area.  
“**Municipal Director**” means a person appointed to the Board by a municipal council.  
“**Alternate Director**” means a person appointed as an Alternate Director pursuant to the Local Government Act.  
“**Tla’amin Nation Director**” means a person appointed to the Board by the Tla’amin Nation.  
“**Regional District**” refers to both Regional District and Regional Hospital District.

**Remuneration**

2. The remuneration for Directors, and Alternate Directors of the Regional Board is established according to Schedule “A” to this bylaw.

**Leave of Absence**

3. A Director who intends to be absent from or unavailable to perform his or her duties as a director for more than 7 days but fewer than 31 days for reasons other than illness or injury must inform the Chair.
4. A Director who wishes to be absent from or unavailable to perform his or her duties as a director for reasons other than illness or injury for more than 30 days must first obtain the written approval of the Board.

### **Payment of Indemnities During a Leave of Absence**

5. A Director is not entitled to receive his or her regular indemnity during the period of a Board approved leave of absence after the first 30 days.
6. A Director who is absent from the Board for reasons of illness or injury is not entitled to receive his or her regular indemnity during his or her absence after the first 90 days.
7. Where the Chair takes a Board approved leave of absence, the payment of indemnities shall be as follows, commencing on the first day of the Chair's absence:
  - (a) the Vice Chair or appointed acting Chair shall be paid the indemnity rate for the Chair and meeting allowances to which the Chair is entitled; and
  - (b) the Alternate Director for the Chair shall be paid the regular Director's indemnity rate and meeting allowances to which regular Directors are entitled.
8. Where a Director other than the Chair takes a Board approved leave of absence, commencing on the first day of the Director's absence, the Alternate Director for the Director shall be paid the regular Director's indemnity rate and meeting allowances to which a regular Director is entitled.

### **Meeting Allowance**

9. Except where otherwise provided, Directors shall be paid a meeting allowance in accordance with Schedule 'A' to this bylaw for attending meetings where attendance is authorized by bylaw or by Board policy.
10. Meetings for which a meeting allowance under Clause 9 may be claimed are described on Schedule 'B' to this bylaw.
11. Section 1.3 of Schedule "A" to this Bylaw shall not apply to Alternate Directors receiving payment under s. 7(b) or Section 8.

### **Incidental Expenses**

12. One-third of all remuneration paid pursuant to Schedule 'A' to this bylaw shall be considered to be an allowance for expenses incidental to the discharge of the duties of office other than those described under Sections 13, 14, 15 and 16 of this bylaw.

## Reimbursement of Expenses

13. The following expenditures made or expenses incurred by a Director or Alternate Director when authorized by this bylaw or by Board policy to represent the Regional District, attend a meeting, course or convention, or otherwise engage in business related to a regional district service or current Regional District initiative beyond the boundaries of the regional district will be paid by the Regional District, at cost, including applicable taxes, unless otherwise specified:
  - a) Mileage accumulated to be paid at the distance allowance rate prescribed in Schedule 'A' to this bylaw;
  - b) Meal, gratuity and incidental expenses to be paid at the rates and under the circumstances prescribed in Schedule "A" to this bylaw;
  - c) Return airfare;
  - d) Return ferry fares for vehicle and driver;
  - e) Taxis or shuttle bus rides;
  - f) Parking fees;
  - g) Accommodation;
  - h) Long distance telephone or fax charges related to Regional District business; and
  - i) Fees for conventions, seminars or courses; such fees to be paid by the regional district in advance and directly to the sponsoring organization.
14. In addition to the expenses paid in Section 13, a daily recompense prescribed in Schedule 'A' will be paid to Directors or Alternate Directors while attending an authorized meeting, course or convention outside the boundaries of the Regional District.
15. Except as otherwise provided in this bylaw, the following expenditures made or expenses incurred by a Director or Alternate Director when attending a meeting of the Regional Board, or other meetings as set out in Schedule 'B', or when otherwise engaged in official regional district business within the Regional District boundaries, will be paid by the Regional District, at cost, including applicable taxes, unless otherwise specified:
  - a) Mileage accumulated to be paid at the distance allowance rate prescribed in Schedule 'A' to this bylaw;
  - b) Return airfare or ferry fares for vehicle and driver;
  - c) Taxis;
  - d) Fees for conventions, seminars or courses where attendance is authorized by bylaw or by Board policy; such fees to be paid by the regional district in advance and directly to the sponsoring organization;
  - e) Where land line telephone services are not readily available, cellular telephone charges related to Regional District business.
16. The Director or Alternate Director for electoral area E may claim the expenses cited in clause 15 for travel to Vancouver Island to attend meetings with government officials or agencies on matters related to regional district business on Lasqueti Island provided that the Director advises the Administrator in advance of the purpose and destination of the travel.

17. In addition to expenses paid in Section 15, a Director or Alternate Director who is required to be away from home overnight to attend meetings of the Regional Board or its committees is entitled to payment for the following expenses:
  - a) Accommodation;
  - b) Meal, gratuity and incidental expenses to be paid at the rates and under the circumstances prescribed in Schedule "A" to this bylaw.
  
18. All expenses and expenditures listed in Sections 13, 14 and 15 must be supported by proper and complete receipts, together with a signed claim for reimbursement or payment, and given to the Manager of Financial Services of the Regional District. Receipts need not be given for private motor vehicle use or daily travel allowance.

**Benefits**

19. The Regional District shall obtain and pay the premiums for accident insurance coverage for Directors while on Regional District business.
  
20. Bylaw No. 422 and amendments thereto are hereby rescinded.
  
21. This bylaw may be cited as the "Directors' Remuneration and Expenses Bylaw No. 510, 2016".

READ A FIRST TIME	this 22 <sup>nd</sup> day of September, 2016
READ A SECOND TIME	this 22 <sup>nd</sup> day of September, 2016
READ A THIRD TIME	this 22 <sup>nd</sup> day of September, 2016
ADOPTED	this 22 <sup>nd</sup> day of September, 2016

\_\_\_\_\_  
Chair

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

I hereby certify that this is a true and correct copy of the "Directors' Remuneration and Expenses Bylaw No. 510, 2016" as ADOPTED by the Board of Directors of the Powell River Regional District the 22<sup>nd</sup> day of September, 2016.

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

Dated at Powell River, B.C. this 23<sup>rd</sup> day of September, 2016.

**Powell River Regional District**  
**Directors Remuneration and Expenses Bylaw No. 510.2, 2017**  
**(March 23-17)**  
**Schedule 'A'**

**1.0 REMUNERATION RATES**

**1.1. Annual Indemnity**

1.1.1. Directors

a. Municipal Director	\$ 8,173.00
b. Electoral Area Director	\$11,447.00
c. Electoral Area E – Additional Premium	\$ 1,892.00
d. Tla'amin Nation Director	Nil

1.1.2. Chair

In addition to the indemnity to which s/he is entitled under section 1.1.1, the chair of the board shall receive an annual indemnity of \$8,232.00

1.1.3. All annual indemnities shall be paid in twelve equal monthly installments.

**1.2 Meeting Allowances**

1.2.1. The following meeting allowances shall be paid to directors for attending meetings as described in Schedule B of this bylaw where a director's attendance has been authorized in accordance with Board policy or by Board resolution:

- a. \$100 for standing committee meetings up to 5 hours; and
- b. \$75 for meetings, other than standing committee meetings, up to 5 hours; and
- c. \$180 for any meeting over 5 hours.

1.2.2. Notwithstanding section 1.2.1, when required to travel to Powell River [City] to attend the board meeting and meetings for which a meeting allowance may be claimed, the director for Electoral Area D [Texada Island] shall be paid a premium of \$42.25, in addition to the meeting allowance rates cited in section 1.2.1 for the first meeting in a day and the meeting allowance rates cited in section 1.2.1 for any subsequent meetings.

1.2.3. A meeting allowance will not be paid for attending regular board meetings.

1.2.4. A meeting allowance of \$200.00 will be paid to the chair of the Regional Hospital board for attending Regional Hospital District board meetings.

1.2.5. When required to travel to attend authorized meetings, training or conferences outside of the Powell River Regional District jurisdiction, an additional daily recompense of \$100 for loss of personal wages and quality of life.

1.2.6. When required to travel to or from Lasqueti Island to attend authorized meetings, training or conferences, an additional daily recompense of \$100 for loss of personal wages and quality of life.

1.2.7 A meeting allowance of \$100.00 will be paid to the Tla'amin Nation director for attending Regional District or Regional Hospital District board meetings.

### **1.3 Alternate Directors**

1.3.1 An Alternate Director shall be paid the meeting allowance set out in Section 1.2 above when attending the following meetings as the alternate to the elected director:

- a. Regional District Board meetings;
- b. Regional Hospital District Board meetings;
- c. Regional Board standing and select committee meetings;
- d. Regional Hospital District Board standing and select committee meetings;
- e. Any other meetings for which the elected director is entitled to receive an allowance.

### **2.0 EXPENSE RATES**

**2.1 Distance Allowance** \$0.55 per kilometer

**2.2 Communications Allowances** \$1,200 Electoral Area Directors  
\$ 840 Municipal Directors

### **2.3 Meal, Gratuity and Incidental Expenses**

2.3.1 When required to travel outside of the Regional District jurisdiction to attend authorized meetings, training or conferences, the following allowances shall be paid for each meal that is taken during the trip:

Breakfast \$20; Lunch \$25; Dinner \$30; Incidental (if staying overnight) \$20

2.3.2 When required to travel to attend authorized meetings, training or conferences in Metro Vancouver, Victoria, Whistler, and Kelowna, the following allowances shall be paid for each meal that is taken during the trip:

Breakfast \$25; Lunch \$30; Dinner \$35; Incidental (if staying overnight) \$20

2.3.3 When required to travel to or from Lasqueti Island to attend authorized meetings, training or conferences, the following allowances shall be paid for each meal that is taken during the trip:

Breakfast \$20; Lunch \$25; Dinner \$30; Incidental (if staying overnight) \$20

2.3.4 When a meal is included as part of the meeting, training or conference a claim cannot be made for the meal as outlined above. However, reimbursement may be made if a meal was purchased due to unforeseen circumstances (i.e. having to attend a meeting with a Minister in conjunction with the event and missing the meal serving opportunity) and supporting receipts are provided. There will be no reimbursement for alcoholic beverages.

**Powell River Regional District  
Directors Remuneration and Expenses Amendment Bylaw No. 510.1, 2016**

**Schedule 'B'  
Meeting Allowance Claims**

**1.0 ELIGIBLE MEETINGS**

An allowance as set out in Schedule A of this bylaw shall be paid for attendance at the following meetings:

- 1.1 Regional Board meetings that are additional to the regular meeting schedule.
- 1.2 Standing Committee meetings.
- 1.3 Meetings of select or advisory committees established by the Board ~~to deal with matters of regional or general electoral area interests.~~ (BL510.1 Nov/16)
- 1.4 Public Hearings not held in conjunction with a regular Board meeting.
- 1.5 Planning Advisory Committees or other equivalent committees established to assist with the preparation or major review of official community plans and other long range planning initiatives pertaining to one or more electoral areas.
- 1.6 Meetings of special interest committees and temporary committees established by other local organizations to address matters relevant to the interests of the region or of one or more electoral areas, and to which the Board has appointed a director[s].
- 1.7 Meetings relevant to the interests of the Regional District as a whole where a director has been authorized to attend in accordance with Board policy or by a Board motion which specifies a meeting allowance shall be paid.
- 1.8 Meetings relevant to the interests of more than one electoral area where a director has been authorized to attend in accordance with Board policy or by a Board motion which specifies a meeting allowance shall be paid.
- 1.9 Authorized meetings outside the Regional District boundaries.

**2.0 INELIGIBLE MEETINGS**

- 2.1 An allowance shall not be paid for attendance at meetings of organizations or committees, ~~external to the Regional District,~~ related to the interests of a single electoral area where such meetings occur within the boundaries of the Regional District ~~and where there has been no formal Board appointment for a Director to attend.~~ (BL510.1 Nov/16)

**3.0 ELIGIBLE CLAIMANTS**

- 3.1 Only the director(s) appointed by the Board to an organization or committee may claim an allowance for attending meetings of that organization or committee.

3.2. Any director who attends a Public Hearing not held in conjunction with a regular Board meeting may claim a meeting allowance.

#### **4.0 ALLOWANCE PAID**

4.1 All meeting allowances shall be paid in accordance with the provisions of Schedule 'A' of this bylaw.

#### **5.0 MEETING ALLOWANCE APPORTIONMENT**

5.1 Allowances paid for meetings of committees related directly to a Regional District service shall be financed through that service.

5.2 Allowances for the following meetings shall be financed through the General Administration Service: Committee of the Whole meetings and meetings under the above section 1.1., sections 1.3 and 1.6, where the committee pertains to regional interests not directly related to a specific service, and section 1.7.

5.3 Allowances for the following meetings shall be financed through the Electoral Area Administration Service: Rural Services Committee meetings and meetings under the above sections 1.3 and 1.6, where the committee pertains to general electoral area interests not directly related to a specific service, section 1.8 and section 1.9.

5.4 The following meetings shall be financed through the Regional Planning Service: Planning Committee meetings, and meetings under section 1.4 and section 1.5, above.

5.6 Meetings under the above sections 1.3 and 1.6 pertaining directly to a regional district service shall be financed from that service.

5.7 Where there is uncertainty about the service through which a meeting allowance shall be financed, the matter shall be decided by resolution of the Board.

**SQUAMISH-LILLOOET REGIONAL DISTRICT BY-LAW NO. 1501-2016**  
**(\*CONSOLIDATED FOR CONVENIENCE ONLY\*)**

A bylaw to authorize the payment of remuneration and expenses  
to Directors and Alternate Directors

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**WHEREAS** it is desirable and prudent to provide for the payment of remuneration and eligible expenses of the Directors and the Alternate Directors of the Squamish-Lillooet Regional District;

**NOW THEREFORE** the Regional Board of the Squamish-Lillooet Regional District, in open meeting assembled, enacts as follows:

**CITATION**

1. This bylaw may be cited as "Squamish-Lillooet Regional District Directors Remuneration Bylaw No.1501-2016".

**EFFECTIVE DATE**

2. This bylaw shall come into force and effect on January 1, 2017.

**DEFINITIONS**

3. In this bylaw:

- (a) "**Regional District**" is the Squamish-Lillooet Regional District;
- (b) "**Regional Board**" is the Squamish-Lillooet Regional District Board in its entirety and does not include standing committees or select committees of the Regional Board;
- (c) "**Electoral Area Directors Committee**" is one of the standing committees of the Regional Board;
- (d) "**Electoral Area Director(s)**" is the person elected for each of Electoral Area A, Electoral Area B, Electoral Area C and Electoral Area D to sit on the Regional Board;
- (e) "**Municipal Director(s)**" is the person appointed by each of the District of Lillooet, the Village of Pemberton, the Resort Municipality of Whistler and the District of Squamish to sit on the Regional Board;
- (f) "**Director(s)**" is an Electoral Area Director(s) or Municipal Director(s);
- (g) "**Alternate Director(s)**" is the person officially appointed by:
  - i. an Electoral Area Director when that person is acting in the place of the Electoral Area Director;

- ii. each of the District of Lillooet, the Village of Pemberton, the Resort Municipality of Whistler and the District of Squamish when that person is acting in the place of the Municipal Director

**ANNUAL STIPEND FOR ELECTORAL AREA DIRECTORS**

- 4. Each Electoral Area Director shall be paid an annual stipend of \$25,000.00.

**ANNUAL STIPEND FOR MUNICIPAL DIRECTORS**

- 5. Each Municipal Director shall be paid an annual stipend of \$12,500.00.

**ANNUAL INDEMNITY FOR CHAIR**

Chair of Regional Board

- 6. In addition to the annual indemnity under section 7 of this bylaw (if applicable) and in addition to the annual stipend under section 4 or section 5 of this bylaw, the chair of the Regional Board shall be paid an annual indemnity of \$10,724.00.

Chair of Electoral Area Directors Committee

- 7. In addition to the annual indemnity under section 6 of this bylaw (if applicable) and in addition to the annual stipend under section 4 or section 5 of this bylaw, the chair of the Electoral Area Directors Committee shall be paid an annual indemnity of \$2,805.00.

**ANNUAL INDEMNITY FOR VICE-CHAIR**

Vice-Chair of Regional Board

- 8. In addition to the annual indemnity under section 7 of this bylaw (if applicable) and in addition to the annual stipend under section 4 or section 5 of this bylaw, the vice-chair of the Regional Board shall be paid an annual indemnity of \$1,778.00.

**EXPENSES INCURRED BY DIRECTORS**

- 9. Where this bylaw provides for reimbursement of expenses and upon submitting a claim in writing, Directors shall be entitled to reimbursement of expenses at the rates prescribed by Schedule "B" of this bylaw.

**ALTERNATE DIRECTORS**

- 10. Alternate Directors shall be entitled to:
  - (a) upon submitting a claim in writing, payment of meeting fees at the rates prescribed by Schedule "A" of this bylaw;
  - (b) upon submitting a claim in writing, payment of remuneration for associated travel time at the rates prescribed by Schedule "A" of this bylaw; and

- (c) where this bylaw provides for the reimbursement of expenses and upon submitting a claim in writing, reimbursement of expenses at the rates prescribed by Schedule "B" of this bylaw.

### **INCIDENTAL EXPENSES**

11. One-third (1/3) of all remuneration paid pursuant to this bylaw shall be deemed to be an allowance for expenses incidental to the performance of the duties of the office. For greater clarity, remuneration consists of the following:

(a) for Directors:

- i. the annual stipend pursuant to section 4 or section 5 of this bylaw; and
- ii. the annual indemnity(s) pursuant to sections 6, 7 and 8 of this bylaw (if applicable).

(b) for Alternate Directors:

- i. meeting fees at the rates prescribed by Schedule "A" of this bylaw; and
- ii. associated travel time at the rates prescribed by Schedule "A" of this bylaw.

### **CONSUMER PRICE INDEX ADJUSTMENT**

12. With the exception of the calendar year 2017, the following shall be increased annually as of January 1 of each calendar year by the same percentage as the Consumer Price Index, published by Statistics Canada for the Province of British Columbia, for the period January to December of the previous year:

- (a) Annual stipend pursuant to section 4 or section 5 of this bylaw;
- (b) Annual indemnity pursuant to section 6, section 7 and section 8 of this bylaw; and
- (c) Meeting fees paid to Alternate Directors at the rates prescribed by Schedule "A" of this bylaw.

### **ABSENCE BY DIRECTOR FOR THREE CONSECUTIVE BOARD MEETINGS**

13. Notwithstanding any other section of this bylaw, if a Director is absent for three consecutive meetings of the Regional Board without the leave of the Regional Board, the Regional District shall suspend payment to that Director of the following:

- (a) the annual stipend pursuant to section 4 or section 5 of this bylaw; and
- (b) the annual indemnity pursuant to section 6, section 7 and section 8 of this bylaw (if applicable),

which shall be effective the day following the date of such third consecutive meeting of the Regional Board.

14. Where section 13 of this bylaw has been invoked in respect of a Director and such Director subsequently attends a meeting of the Regional Board, the Regional District shall reinstate payment of the following:

- (a) the annual stipend pursuant to section 4 or section 5 of this bylaw; and
- (b) the annual indemnity pursuant to section 6, section 7 and section 8 of this bylaw (if applicable),

which shall be effective the day of the first meeting of the Regional Board that such Director attends after his or her absence.

**BENEFIT COVERAGE**

15. Directors shall be entitled to receive benefit coverage as agreed to from time to time.

**SEVERABILITY**

16. If any word, phrase, clause, sentence, subsection or section of this bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction, any such word, phrase, clause, sentence, subsection or section shall be severed from the bylaw and the remainder of the bylaw shall be deemed to have been adopted without the severed word, phrase, clause, sentence, subsection or section.

**REPEAL**

17. Directors Remuneration Bylaw No. 888, 2004 (including all amendments thereto) is hereby repealed as of December 31, 2016.

READ A FIRST TIME this	14 <sup>th</sup>	day of	December	, 2016.
READ A SECOND TIME this	14 <sup>th</sup>	day of	December	, 2016.
READ A THIRD TIME this	14 <sup>th</sup>	day of	December	, 2016.
ADOPTED this	14 <sup>th</sup>	day of	December	, 2016.

*"ORIGINAL SIGNED BY"*

*"ORIGINAL SIGNED BY"*

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Jack Crompton  
Chair

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Kristen Clark  
Corporate Officer

**Directors Remuneration Bylaw No. 1501-2016**  
**(\*CONSOLIDATED FOR CONVENIENCE ONLY\*)**

**SCHEDULE "A" – Remuneration of Alternate Directors**

**Eligible Meetings**

1. Meetings that qualify for meeting fees pursuant to section 2 of this Schedule "A" are as follows:
  - (a) regular or special meetings of the Regional Board;
  - (b) meetings of the Committee of the Whole;
  - (c) meetings of the Electoral Area Directors Committee;
  - (d) meetings of Standing Committees of the Regional Board, except for meetings of the Electoral Area Directors Committee;
  - (e) meetings of Select Committees of the Regional Board;
  - (f) Public Hearings of the Regional Board;
  - (g) meetings of external organizations on which the Squamish-Lillooet Regional District has been granted a seat and to which the Alternate Director has been appointed by the Regional Board via resolution;
  - (h) other meetings for which the Alternate Director has specifically been authorized or directed by the Regional Board via resolution to attend to represent the interests of the Regional Board; and
  - (i) conferences, conventions and seminars for which the Alternate Director has been specifically authorized or directed, by the Regional Board via resolution to attend to represent the interests of the Regional Board.

**Meeting Fees**

2. The meeting fee rates are as follows:
  - (a) Meetings identified in subsections 1(a), (b) and (c) of this Schedule "A":
    - i. If the duration of such meeting is less than 30 minutes: **\$92.00 per meeting**; or
    - ii. If the duration of such meeting is 30 minutes or longer: **\$159.00 per meeting**.
  - (b) Meetings identified in subsections 1(d) through (i) of this Schedule "A":
    - i. If the duration of such meeting is less than 3 hours: **\$92.00 per meeting**; or
    - ii. If the duration of such meeting is 3 hours or longer: **\$159.00 per meeting**.

3. For greater clarity, the following rules apply when making determinations regarding the payment of meeting fees:
  - (a) The time during which a meeting is recessed for lunch (and other similar breaks) is included in the calculation of the meeting duration;
  - (b) If a meeting of the Regional Board is recessed to the next day, there shall be no additional meeting fee for the resumed portion of the meeting of the Regional Board if the resumed portion of the meeting of the Regional Board is combined with a meeting of the Committee of the Whole on the following day; and
  - (c) The Regional District shall not pay meeting fees if the Alternate Director has received a meeting fee (or other remuneration) from an external organization or any other party.

**Time Spent in Transit**

4. When attending meetings identified in section 1 of this Schedule "A", Alternate Directors are entitled to remuneration for time spent in transit at the rates established and updated by the Thompson-Nicola Regional District ("TNRD") from time to time.
5. The current rates of the TNRD for time spent in transit are set out in the table below, and such rates shall be deemed to be replaced by each amendment by the TNRD of its time spent in transit rates:

<b>Distance Travelled (Kilometres)</b>	<b>Amount</b>
0 – 29	\$0.00
30 – 59	\$10.00
60 – 89	\$20.00
90 – 119	\$30.00
120 – 149	\$40.00
150 – 179	\$50.00
180 – 209	\$60.00
210 – 239	\$70.00
240 – 269	\$80.00
270 – 299	\$90.00
300 – 329	\$100.00
330 – 359	\$110.00
360 – 389	\$120.00
390 – 419	\$130.00
420 – 449	\$140.00
450 – 479	\$150.00
480 – 509	\$160.00
510 – 539	\$170.00
540 – 569	\$180.00
570 +	\$190.00 MAXIMUM

## **Claims**

6. When submitting claims for meeting fees and time spent in transit, Alternate Directors shall certify that the meeting fees and time spent in transit:
  - (a) qualify for reimbursement in accordance with this Schedule "A";
  - (b) were incurred in accordance with this Schedule "A"; and
  - (c) have not been or will not be reimbursed by any other external organization or party.
7. Alternate Directors shall complete and submit claims for meeting fees and time spent in transit on a monthly basis.
8. Claims for meeting fees and time spent in transit submitted:
  - (a) after January 31<sup>st</sup> for the previous calendar year; and
  - (b) in any event, more than six (6) months after being incurred;shall not be reimbursed.

## **Administration**

9. For the purposes of reviewing claims submitted pursuant to this Schedule "A", the Chief Administrative Officer of the Regional District shall be the approving authority.

**Squamish-Lillooet Regional District Directors Remuneration Bylaw No. 1501-2016**  
**(\*CONSOLIDATED FOR CONVENIENCE ONLY\*)**

*[Amendment Bylaw No. 1535-2017 added new Schedule "B"]*

**SCHEDULE "B" – Eligible Expenses**

**Automatic Authorization for Reimbursement of Eligible Expenses**

1. Directors and Alternate Directors are automatically entitled to reimbursement of eligible expenses associated with attendance at the following meetings, and for greater clarity, Directors and Alternate Directors are not required to obtain specific Board authorization in respect of such meetings:
  - (a) Meetings of the Regional District Board or Regional District Committees at which the Director or Alternate Director will be voting;
  - (b) Meetings of Regional District Committees at which the Chair of the Regional District Board is an *ex officio* member; and
  - (c) Meetings of external organizations in respect of which the Director or Alternate Director has been appointed by resolution of the Regional Board to sit as a Regional Board representative.
  
2. Subject to the parameters of section 5 of this Schedule "B" (i.e. certain expenses are limited to Directors only or Electoral Area Directors only), Directors and Alternate Directors are automatically entitled to reimbursement of the following eligible expenses while on, or associated with, Regional District business:
  - (a) section 5(d) [Transportation on Regional District business (for Electoral Area Directors Only)] of this Schedule "B";
  - (b) section 5(g) [Applicable charges for long distance telephone/facsimile, high speed internet, and cellphone (Electoral Area Directors only)] of this Schedule "B";
  - (c) section 5(h) [Dedicated telephone line (Electoral Area Directors only)] of this Schedule "B";
  - (d) section 5(i) [Satellite phone (Electoral Area A Director only)] of this Schedule "B";
  - (e) section 5(m) [Electronic Devices (Directors only)] of this Schedule "B"; and
  - (f) section 5(n) [Home office expenses (Electoral Area Directors only)] of this Schedule "B".

**Authorization by the Regional District Board for Reimbursement of Eligible Expenses**

3. Except for those eligible expenses as set out in section 1 of this Schedule "B" as having automatic authorization for reimbursement, Directors and Alternate Directors are otherwise required to obtain specific authorization from the Regional District Board for reimbursement of eligible expenses.

## Methods of Reimbursement

4. Subject to authorization being provided via sections 1, 2 or 3 of this Schedule "B", Directors and Alternate Directors are entitled to reimbursement of eligible expenses (as set out in section 5 of this Schedule "B") incurred while on business of the Regional District and may elect to be reimbursed by any of the following methods:
- (a) Per Diem: Payment of a "per diem" rate in which case receipts do not need to be submitted; and
  - (b) Actual Expenses: Reimbursement of actual expenses incurred in which case receipts do need to be submitted. This method is intended to cover unusual cases when the expenses exceed the "per diem" allowance (i.e. when travelling out of the region).

## Eligible Expenses

5. The following are eligible expenses for all Directors and Alternate Directors (unless otherwise noted below):

(a) Per Diem

For trips lasting more than 24 hours, the "per diem" rate is \$70.00 per day to cover all meals, gratuities, dry cleaning and other miscellaneous costs.

(b) Meals

Actual costs (receipts required).

In lieu of reimbursement for receipted meals, the following amounts may be claimed:

- Breakfast: \$12.00
- Lunch: \$14.00
- Dinner: \$22.00

(c) Transportation to meetings and conventions/conferences

Directors and Alternate Directors should use the best method of transportation, keeping in mind the need to minimize time away and also keeping costs to the Regional District at a minimum.

By air: Actual cost of economy air fare (receipts required).

Actual costs of airport transfers (i.e. airport limousine or taxi) (receipts required).

By car: Actual costs for tolls (ferry and/or highway tolls) (receipts required).

Mileage as follows:

- Paved Roads: At the current rate established in the BC Public Service Agency Policy on Travel (as amended from time to time); and
- Unpaved Roads: At the current rate established in the BC Public Service Agency Policy on Travel (as amended from time to time), multiplied by 150%.

(d) Transportation on Regional District business (for Electoral Area Directors Only)

Electoral Area Directors are entitled to their mileage for round-trips driven on Regional District business in excess of 80 kilometres with mileage paid based on the rates as noted in section 2(c) of this Schedule "B".

(e) Parking

Actual costs (receipts required).

(f) Accommodation

- For hotels, actual cost of room at Government rate (receipts required).
- For accommodation in a private residence, \$40.00 per night.

(g) Applicable charges for long distance telephone/facsimile, high speed internet, and cellphone (Electoral Area Directors only)

- For long distance telephone (or facsimile): Actual costs (receipts required).
- For high speed internet and cell phone: Actual costs based on the Electoral Area Director's reasonably estimated percentage of usage for Regional District business (receipts required).

(h) Dedicated telephone line (Electoral Area Directors only)

Actual costs of having a dedicated telephone line for Regional District business (receipts required).

(i) Satellite phone (Electoral Area A Director only)

50% of the actual monthly costs of a satellite phone (receipts required).

(j) Hosting

When incurred with respect to Regional District business, actual costs for hosting meals and refreshments with names of persons hosted and organization name indicated (receipts required).

(k) Gratuities

Actual costs (receipts required).

(l) Photocopying

Actual costs (receipts required).

(m) Electronic Devices (Directors only)

Actual costs for one (1) electronic device for use by the Director for Regional District business for each four (4) year term. Such electronic device may be a desktop computer, notebook computer or tablet and shall comply with the operating requirements of the current replacement configuration in use for replacement computers in the Regional District office.

The Regional District will not provide any other equipment for Director's corporate use. Exceptions will be considered by the Regional Board on a case by case basis, where connectivity to the internet is an issue and alternative technology/equipment such as fax machines is an appropriate complement to this policy.

The following rules apply in respect of electronic devices:

- i. The electronic device is connected to the elected/appointed office and not the individual fulfilling that office and remains the property of the Regional District unless purchased by the Director in accordance with subsection 2(m)(v) of this Schedule "B".
- ii. The electronic device shall be configured with the following software (or current equivalent at time of purchase):
  - (A) Basic Microsoft office suite (MSWord, Excel, PowerPoint);
  - (B) Adobe reader;
  - (C) Anti-virus protection; and
  - (D) For tablets, appropriate and reasonable applications.
- iii. An electronic device is eligible for upgrade every four years (i.e. an election cycle).
- iv. Budgeting for electronic devices is based upon the election cycle, with provision for equipment in the year of each local government general election so that funds are available for equipping incoming Directors.
- v. A Director may purchase his or her particular (used) electronic device at the end of his or her four-year term for the depreciated value as estimated using the current market value.
- vii. Directors wishing to upgrade electronic devices before the end of four years must pay to the Regional District the prorated value of the cost, calculated by means of the following formula:

- (A) Divide the original purchase price (net of GST and other rebates) by 48;
- (B) Subtract the number of months since the electronic device was purchased from 48;
- (C) The product of multiplying the result of step (A) by the result of step (B), will be the prorated value to be paid by the Director to the Regional District;
- (D) If Directors wish to retain any electronic device being replaced under this provision for personal use, they shall pay an additional amount as set out in subsection 2(m)(v) of this Schedule "B".

(n) Home office expenses (Electoral Area Directors only)

Actual costs for the following items only (receipts required):

- One (1) colour printer per Electoral Area Director for each four (4) year term, such printer to be a model approved by Regional District staff in consultation with the Chief Administrative Officer prior to purchase;
- Reasonable printer supplies, including cartridges and paper, all of which shall be purchased by the Regional District (or approved by Regional District staff in consultation with the Chief Administrative Officer prior to purchase).

The following rules apply in respect of the printer:

- i. The printer is connected to the elected office and not the individual fulfilling that office and remains the property of the Regional District unless purchased by the Director in accordance with subsection 2(n)(iii) of this Schedule "B";
- ii. The printer is eligible for upgrade every four years (i.e. an election cycle);
- iii. A Director may purchase his or her particular (used) printer at the end of his or her four-year term for the depreciated value as estimated using the current market value.

### **Vehicle Insurance**

6. Whether or not Directors and Alternate Directors claim mileage pursuant to this Schedule "B" and notwithstanding that the Regional District carries a Non-Owned Automobile Policy and an Excess Third Party Legal Liability policy, each providing up to \$5,000,000 indemnification, Directors and Alternate Directors using their personal vehicles for Regional District business must:
  - (a) maintain a valid BC Driver's License;
  - (b) have valid basic insurance coverage; and

- (c) ensure compliance with Part 17 – Transportation of Workers in *Workers Compensation Act, Occupational Health and Safety Regulation, B.C. Reg. 296/97* (as amended).

#### **No Expenses Payable for Spouses/Partners**

7. There shall be no compensation of expenses for the spouses/partners of Directors or Alternate Directors when spouses/partners accompany Directors or Alternate Directors while on business of the Regional District.

#### **Advances**

8. If requested by Directors and Alternate Directors and approved by the Chief Administrative Officer, the Regional District shall provide a travel advance.
9. If a travel advance in accordance with section 8 of this Schedule “B” has been provided to a Director or Alternate Director, such Director or Alternate Director shall within 30 days of completion of travel:
- (a) submit receipts in support of the travel advance utilized to the Chief Administrative Officer; and
  - (b) return any unused portion of the travel advance to the Regional District.
10. The Regional District shall not make any further travel advances if a Director or Alternate Director has not complied with section 9 of this Schedule “B”.

#### **Claims**

11. When submitting a claim for eligible expenses, Directors and Alternate Directors shall certify that such expenses:
- (a) qualify for reimbursement in accordance with this Schedule “B”;
  - (b) were incurred as a result of carrying out Regional District business in accordance with this Schedule “B”; and
  - (c) have not been and will not be reimbursed by any other external organization or party.
12. Directors and Alternate Directors shall complete and submit claims for eligible expenses on a monthly basis.
13. Claims for eligible expenses submitted:
- (a) after January 31<sup>st</sup> for the previous calendar year; and
  - (b) in any event, more than six (6) months after being incurred;
- shall not be reimbursed.

**Administration**

14. For the purposes of reviewing claims submitted pursuant to this Schedule "B", the Chief Administrative Officer of the Regional District shall be the approving authority.



## CARIBOO REGIONAL DISTRICT

### BYLAW NO. 5112

A bylaw of the Cariboo Regional District, in the Province of British Columbia, to establish procedures, conditions and amounts for Directors' remuneration and expenses.

WHEREAS, pursuant to the provisions of the *Local Government Act*, a Board may adopt procedures, conditions and amounts for Directors' remuneration and expenses;

NOW THEREFORE the Board of the Cariboo Regional District in open meeting assembled enacts as follows:

1. TITLE:

This bylaw shall be cited as the "Cariboo Regional District Directors' Remuneration and Expenses Bylaw No. 5112, 2017".

2. PRINCIPLES

Directors' remuneration and reimbursement for expenses shall be guided by the following principles:

- (A) Directors' remuneration should be structured to recognize the importance of this publicly elected office and provide a reasonable incentive to attract and retain quality individuals to these positions.
- (B) Directors are expected to conduct their business in such a way as to optimize the value to the taxpayer.
- (C) Directors should be reimbursed for their reasonable expenses in carrying out their responsibilities.
- (D) Directors should not use expenses charged for Regional District business to subsidize their personal or business activities.

3. DEFINITIONS:

In this bylaw, unless the context otherwise requires:

- (A) **Board Day** means the day of the regular meeting of the Board for the purposes of conducting regional board business and includes both the public and, when necessary, in-camera portions of the meeting.
- (B) **Board Retreat/Strategic Planning Session** means the day(s) designated by the Board to deal with strategic planning issues, set long-term goals and objectives, or to attend to other business of a corporate nature.
- (C) **Special Board Meeting** means a Board meeting other than on a Board Day. If a special in-camera Board meeting is held in conjunction with a special Board meeting, they shall be deemed to be one meeting for the purposes of this bylaw. For clarity, a vote conducted under the authority of the *Regional District Special Voting Regulation*, does not constitute a Special Board meeting and is not eligible for meeting remuneration.
- (D) **Commission** means a body or group of people appointed by the Board, officially assigned the duty of carrying out a particular task or tasks.
- (E) **Committee** means a Committee to which a Director has been appointed by either the Board or the Chair of the Cariboo Regional District.
- (F) **Committee of the Whole Meeting** means the days on which the entire Board membership meets in a Committee format to discuss and make recommendations to the CRD Board on broad regional topics such as policy issues, etc.
- (G) **Delegate** means a Director authorized to attend a sanctioned meeting as defined in section 2(H).
- (H) **Sanctioned meeting** means a meeting which is identified in Schedule B as eligible for meeting remuneration.
- (I) **Meals** means food and non-alcoholic beverages consumed by individual Directors while attending a sanctioned meeting within the Region on such occasions when the meal service is not already provided by the Regional District (receipts required).
- (J) **Miscellaneous Expenses** means reimbursable travel-related expenses not expressly dealt with elsewhere in this bylaw, such as: parking fees; hotel internet costs, fares for taxis, airport shuttle services, ferries, buses, toll booth fees, etc.

- (K) **Per Diem Rates** means the daily rate a Director may charge for meals and incidentals while on Regional District business outside of the region as per Section 8(E) (no receipt required).
- (L) **Sub-region** means the normal boundaries of the North (Electoral areas A, B, C, I, City of Quesnel & District of Wells), Central (Electoral areas D, E, F, J, K & City of Williams Lake) and South (Electoral areas G, H, L & District of 100 Mile House) regions of the Cariboo Regional District, as applicable.

4. INTERPRETATION AND APPLICATION

- (A) The Cariboo Regional District Finance Chair shall be responsible for reviewing and approving Directors' Remuneration and Expense Reports.
- (B) The Cariboo Regional District Board Chair shall be responsible for reviewing and approving the Finance Chair's Remuneration and Expense Reports.
- (C) Disputes regarding Directors' Remuneration and Expense Reports shall be forwarded to the Cariboo Regional District Executive Committee for resolution. If the dispute is not resolved at the Executive Committee, the matter shall be forwarded to the Cariboo Regional District Board.

5. REMUNERATION

- (A) Remuneration shall be paid to Directors for the discharge of the duties of office unless pay is suspended in accordance with the Cariboo Regional District Code of Conduct and Ethics. Remuneration shall be comprised of the following:
  - (i) **Directors, Chair and Vice Chair, Standing Committee Chair Remuneration** -- to be determined and paid pursuant to Schedule A, attached to and forming part of this bylaw; and,
  - (ii) **Remuneration for attendance at sanctioned meetings** -- to be determined in accordance with Schedule B, attached to and forming part of this bylaw.
- (B) A Director shall not receive remuneration for wages lost through absence from work or income deemed lost due to attendance at any meeting or as a delegate representing the Regional Board.
- (C) One third of the remuneration paid pursuant to Schedules A and B shall be paid as an allowance for expenses incidental to a Director's discharge of the duties of office.

6. OTHER REMUNERATION

**Travel time remuneration** -- to be determined and paid pursuant to Schedule C, attached to and forming part of this bylaw.

7. ALTERNATE DIRECTORS

- (A) When replacing a Director, an Alternate Director is eligible to receive business meeting remuneration in accordance with Schedule B, travel time remuneration in accordance with Schedule C and reimbursement of expenses in accordance with Clause 8.
- (B) As an exception to the above, Alternate Directors are not authorized to attend conventions/seminars or other non-business sessions on behalf of the Director.

8. EXPENSES

Directors shall be reimbursed for reasonable expenses incurred while discharging the duties of office in accordance with the following:

(A) Transportation Costs

- (i) Whenever practical, every Director is encouraged to travel by the most direct route and use the most economical means of transportation, taking into consideration the travel time involved as well as associated ground transportation costs.
- (ii) A Director shall be paid a "personal vehicle allowance" per kilometre for the use of their personal vehicle as transportation for Cariboo Regional District business conducted:
  - a) within the Director's electoral area or sub-region;
  - b) for sanctioned meetings; and
  - c) other meetings/events authorized by the Board or by the Chair where time constraints preclude Board consideration.

The personal vehicle allowance rate for the above-approved travel shall be the rate paid by the Province of BC to the Public Service.

The District shall not reimburse the Director for stand-by charges of his personal vehicle while he is attending a meeting. Stand-by refers to the privately owned vehicle being situated at the point of departure or at the place of the meeting.

For the purpose of calculating distances travelled, the Director's normal place of residence, within the Regional District, shall be considered the starting point and point of return of any trip.

For trips exceeding 600 kilometres, Directors shall be entitled to reasonable accommodation en route.

No additional allowances are payable for carrying passengers.

- (iii) Directors who choose to use commercial transportation shall be reimbursed the actual cost of such transportation based on economy class fares.

(B) Accommodation Costs

- (i) In general, Directors shall be reimbursed for the actual cost of commercial accommodation. For conventions, Board on the Road meetings, Board meetings, and Committee of the Whole meetings, commercial accommodation will typically be booked and paid for by the corporation. A Director may choose to stay at accommodation other than the designated accommodation provided by the corporation; however, they will be responsible for making their own arrangements and will be reimbursed a maximum of the amount charged for the corporate accommodation.
- (ii) A Director who utilizes non-commercial facilities for overnight accommodation shall be paid a private accommodation allowance, provided the period of accommodation would not exceed that required for the purpose of attending to Cariboo Regional District business. The private accommodation rate shall be the rate paid by the Province of BC to the Public Service.
- (iii) Where specific provisions are required to address disability or health issues that are not available in the designated accommodation, a Director may choose to stay at an alternative, comparable accommodation and in such a case, the Director may request that the Chair authorize additional reimbursement.

(C) Meal Expenses Within the CRD

When attending sanctioned meetings within the region, Directors are entitled to reimbursement for the actual cost of meals not to exceed \$20.00 for breakfast, \$25.00 for lunch, and \$35.00 for dinner per Director, provided such meals have not been provided by the region or as part of a convention or other event. Receipts must be provided. Where meals are provided, there is no reimbursement if the Director chooses to eat elsewhere. Exceptions would include where there are special dietary needs or the inability to take advantage of paid meals because of a timing conflict with other Cariboo Regional District business.

(D) Miscellaneous Expenses

- (i) While away from his/her residence on regional district business, Directors are entitled to reasonable reimbursement of other expenses necessarily incurred such as parking fees, taxis, hotel internet services, ferries, toll booths, etc. Receipts must be provided.
- (ii) Miscellaneous expenses as defined in section 3(J) shall be reimbursed at actual cost.

(E) Per Diem in Lieu of Actual Costs of Meals and Incidentals

In lieu of reimbursement of actual expenses for meals and incidentals while on authorized regional district business outside of the district, Directors may elect to utilize a per diem rate of \$90.00 per day. The per diem rate shall only apply when the out-of-district travel requires an overnight stay.

\$90.00 per diem rate is calculated as follows:	\$20	Breakfast
	\$25	Lunch
	\$35	Dinner
	\$10	Incidentals

If the period of travel includes partial days, the per diem shall be prorated.

(F) Authorization for Out-of-District Travel

- (i) In general, out of district travel will be authorized by the Board.
- (ii) In the absence of Board authorization, the Chair, or in his absence, the Vice-Chair, may authorize out-of-district travel where such travel is necessary to carry out the business of the Cariboo Regional District.
- (iii) No travel expenses or accommodation expenses for out-of-district travel shall be paid to any member of the Regional District Board unless the travel was first authorized by Board Resolution, or by the Chair/Vice-Chair.

(G) Extraordinary Expenses

Extraordinary expenses which are in excess of the amounts available under this bylaw shall be accounted for on the Director's claim, accompanied by receipts and details of the circumstances. Such a claim will be paid following review and approval by both the Chair of the Board and the Finance/Audit Committee Chair.

(H) Attendance at Commission Meetings

Directors attending meetings of Commissions to which they are appointed by the Board of the Cariboo Regional District will be reimbursed for expenses in accordance with Schedule B.

(I) Newly Appointed Alternate Directors

Reimbursement for travel expenses is authorized for newly appointed Alternate Directors to attend their first Board meeting accompanied by the Director of the electoral area.

(J) Registration Fees

Registration at conventions, conferences and workshops will be booked and paid directly by staff on behalf of Directors in time to take advantage of reduced "early-bird" rates. Where increased registration costs are incurred as a result of a late request for registration by a Director, the Director shall be responsible for the additional cost. A Director who does not attend a convention, conference or workshop at which they have asked to be registered, shall be responsible for the cost of the unused registration, accommodation, and airfare. The Board Chair may waive these requirements where there are extenuating circumstances.

9. INSURANCE - USE OF PRIVATE VEHICLE

- (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.
- (B) Directors are required to ensure that the vehicle(s) they use for regional district business are insured for business class purposes. Upon submitting proof of coverage, the Director will be reimbursed for the difference in cost between insuring his/her vehicle for pleasure and business class purposes.
- (C) The Regional District does not accept any liability under any circumstances for claims arising from the use of privately owned vehicles, but will carry additional liability insurance over and above that which Directors carry on their personal vehicles, for claims arising from use of the vehicle while on CRD business.

10. REPEAL

Cariboo Regional District Directors' Remuneration and Expenses Bylaw No. 5055, 2016 is hereby repealed in its entirety.

READ A FIRST TIME this 20th day of October, 2017.

READ A SECOND TIME this 20th day of October, 2017.

READ A THIRD TIME this 20th day of October, 2017.

ADOPTED this 20th day of October, 2017.

\_\_\_\_\_  
Chair

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

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 5112 cited as "Cariboo Regional District Directors' Remuneration and Expenses Bylaw No. 5112, 2017", as adopted by the Regional District Board on the 20th day of October, 2017.

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Corporate Officer

## **SCHEDULE A**

### **Chair and Directors' Remuneration**

1) Directors' Remuneration

Effective upon adoption of this bylaw, each Director of the Cariboo Regional District shall be paid \$857.47 per month, thereafter to be increased annually on January 1<sup>st</sup>, based on the previous year's consumer price index, as basic remuneration, for completion of his or her duties of office. In the event that there is no increase to the consumer price index, or if it were to decline, the basic remuneration rate would remain the same as in the previous year.

2) Chair and Vice-Chair Remuneration

A) The Chair of the Cariboo Regional District Board shall receive the basic remuneration as a Director plus an amount equal to 1.5 times the basic remuneration.

B) The Vice-Chair of the Cariboo Regional District Board shall receive the basic remuneration as a Director plus an amount equal to 0.75 times the basic remuneration.

C) Where more than one Chair or Vice-Chair position is held by the same Director, only the highest of any Chair remuneration applies.

3) Standing Committee/Portfolio Chair Remuneration

A) The Chair of any of the Standing Committees or Portfolios appointed by the Board Chair shall receive the basic remuneration as a Director plus an amount equal to 0.25 times the basic remuneration.

B) There is no additional remuneration provided where a Director is Chair of more than one Standing Committee and/or Portfolio.

4) Acting Chair

In addition to his/her remuneration for attendance at a Board meeting as specified in this schedule, any Board member who serves as Acting-Chair on Board Day due to the absence of the Chair and Vice-Chair, shall be compensated \$50 for his/her services in chairing the Board meeting.

## **SCHEDULE B**

### **Meeting Remuneration**

It must be noted that the following table is intended to provide examples of categories of meetings and the remuneration applicable to that category. It must be recognized that the Board may eliminate or establish committees from time to time, which may or may not be eligible for remuneration in accordance with the applicable category.

- (A) For attendance at meetings, Directors will be remunerated and expenses will be paid in accordance with the attached table.
- (B) Those meetings which receive remuneration as indicated in the attached table are deemed to be "Sanctioned Meetings" as referred to in 3(H).
- (C) Where more than one meeting is held on the same day, the meetings shall be deemed to be one meeting. As an exception, when one of the meetings is a regular Board meeting and the other meeting begins after 6:00 pm on the same day, the other meeting will be remunerated as a separate meeting.
- (D) Each of the joint municipal/regional district committees and each rural caucus is limited to twelve meetings per year for the purposes of remuneration. Directors are only eligible for remuneration where an agenda for the meeting is prepared and distributed in advance and minutes are recorded and submitted to the Board for consideration.
- (E) Where a Director attends a meeting by means of electronic communications, remuneration shall be at the normal rate for that meeting.
- (F) Remuneration for meetings not listed on the attached table must be approved by the Board. It is noted that Directors may choose to accept appointments to a wide variety of bodies; however, except as specifically provided for herein, those appointments shall be without remuneration.

Meeting Remuneration	Meeting Rate	Travel Time	Vehicle Allowance	Expenses	Comments
<b>Category 1: Board Activities</b>					
<b>a) Sanctioned Business Meetings</b>					
Board meeting	185	√	√	√	
Special Board meeting	185	√	√	√	
Committee of the Whole	185	√	√	√	
Budget Meeting	185	√	√	√	
Strategic planning / retreat	185	√	√	√	
Director orientation	185	√	√	√	
<b>b) Sanctioned Non-Business Meetings*</b>					
LGLA seminars	120/75	√	√	√	
Electoral area forum	120/75	√	√	√	
Community to Community Meetings	120/75	√	√	√	
Treaty Advisory Meetings	120/75	√	√	√	
NCLGA convention	120/75	√	√	√	
UBCM convention	120/75	√	√	√	
FCM convention	120/75	√	√	√	
<i>Notes: For sanctioned non-business meetings, the lower rate of \$75.00 shall apply to any days where the session begins after or ends before 12:00 noon.</i>					
<b>Category 2: External Appointments</b>					
Fraser Basin Council	120/75	√	√	n/a	
Barkerville Heritage Trust	120/75	√	√	n/a	
Cariboo Chilcotin Beetle Action Committee	120/75	√	√	n/a	
<b>Category 3: Sub-Regional Committees</b>					
Rural Caucus/Joint Committee	120/75	√	√	√	
<b>Category 4: Standing Committees</b>					
Finance/Audit Committee	75	√	√	√	
Infrastructure/Broadband/Cell	75	√	√	√	
First Nations Relations	75	√	√	√	
Solid Waste Management Plan Advisory Committee	75	√	√	√	
Heritage Advisory Committee	75	√	√	√	

Meeting Remuneration	Meeting Rate	Travel Time	Vehicle Allowance	Expenses	Comments
Executive Committee	75	√	√	√	
<b>Category 5: Commissions</b>					
Advisory Planning Commission	75	n/a	√	n/a	
<b>Category 6: Development Applications</b>					
Public Hearing	75	n/a	√	n/a	(development applications)
Public information meeting	75	n/a	√	n/a	
<b>Category 7: Portfolio Appointments</b>					
Treaty	n/a	n/a	n/a	n/a	
Communications	n/a	n/a	n/a	n/a	
Library	n/a	n/a	n/a	n/a	
<b>Category 8: Miscellaneous Functions</b>					
CRD Board Chair	120/75	√	√	√	For representing CRD at external meetings
CRD Board Vice-Chair	120/75	√	√	√	For representing CRD at external meetings
Treaty Side Table	120/75	√	√	√	For representing CRD at side table meetings

**Schedule C**  
**Travel Time Remuneration**

1. Travel time remuneration shall apply to:
  - A) All travel by Board Chair or Vice-Chair when representing the CRD;
  - B) Travel by Directors to sanctioned meetings; and
  - C) Travel by Directors to meetings/events outside a Director's area authorized by the Board or by the Chair where time constraints preclude Board consideration.
2. Travel time remuneration is \$20 per 100 kilometres driven.
3. For commercial travel, remuneration is \$20 per hour to a maximum of \$120 per day calculated from the time of departure (usually from home) to the time of arrival at the destination, and the reverse for the return trip. For clarity, travel by personal vehicle to the airport is calculated on a per hour basis rather than a per kilometre basis.