



Alberni-Clayoquot Regional District

Bylaw No. A1095

A bylaw to provide for Board Member Remuneration, Expenses and Benefits

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

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

1. CITATION

This bylaw may be cited as “Regional District of Alberni-Clayoquot Board Member Remuneration, Expenses and Benefit Bylaw No. A1095, 2026.”

2. EFFECTIVE DATE

This bylaw will come into effect on November 1, 2026.

3. DEFINITIONS

In this bylaw:

“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;

“Regional District” means the Regional District of the Alberni-Clayoquot;

“Remuneration” means the annual base salary paid to Directors and the additional amounts paid for attending meetings other than Board meetings;

4. REMUNERATION

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

5. BREACHES OF THE CODE OF CONDUCT

- 1) 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:
 - a) 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;
 - b) 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;
 - c) 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;
 - d) for certainty, 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);
 - e) 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 (b), (c), and (d) 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 (a) above.
- 2) 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 1 (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.

6. EXPENSES

- 1) In addition to the Remuneration paid in Section 4, a Director is entitled to:
 - a) Be reimbursed for out-of-pocket costs or otherwise have the Regional District pay for 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. Airfare;
 - vii. Childcare or other family care if required to attend meetings. The amount reimbursable must be in proportion to meetings attended.
 - b) Be paid an expense allowance:
 - i. for each meal at the following per diem rates:

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

for meals in Vancouver, Victoria, Whistler or Kelowna at the following per diem rates:

• Breakfast	\$35.00
• Lunch	\$40.00
• Dinner	\$45.00
 - 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 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.
- 2) No payment will be made, under Section 4 or 6, 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 Operation Centre, or in attendance at Emergency Operation Centre meetings/media briefings as approved by the Emergency Operation Centre Director;
 - 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.
- 3) Notwithstanding Section 6 (2), 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 Section 4 and 6. The Chairperson shall report the meeting and purpose to the Chief Administrative Officer and the Regional District Board at the next regular Board meeting.
- 4) The Regional District will not reimburse travel and expenses for Directors' spouses at conferences and conventions and will not pay for partners programs at AVICC, UBCM, or any other conference or convention.

7. EXPENSE SUBMISSIONS

- 1) Directors must submit expense claims within 60 days of incurring the expense. No claims for the previous year will be accepted after January 31 of each year.
- 2) Expense claims **must** be supported by all appropriate receipts.
- 3) The Finance Department will verify expense claims to ensure compliance with the bylaw. Any issues, discrepancies, or conflicts 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.

8. REMUNERATION PAYMENT

- 1) The Remuneration payable under Sections 4 and 6 of this bylaw shall be paid bi-weekly through the Regional District payroll system.

9. ANNUAL COST OF LIVING ADJUSTMENT

- 1) The Remuneration payable under Section 4 of this bylaw is reflective of an annual cost of living adjustment of 2.5%.

10. NO DOUBLE DIPPING

- 1) 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.

11. BENEFITS

- 1) Directors are, subject to insurance carrier requirements, eligible for medical, extended health, and dental for themselves, paid by the Regional District.
- 2) Directors are, subject to insurance carrier requirements, eligible for medical, extended health, and dental for their dependents, provided that all costs for those benefits are paid in full by the Director.
- 3) Directors are, subject to insurance carrier requirements, eligible for group life insurance benefits for themselves and their dependents, provided that all costs for those benefits are paid in full by the Director.
- 4) The Regional District shall obtain and pay the premiums for accident insurance coverage for Directors while on Regional District business.

12. DIRECTOR RECOGNITION

- 1) At the end of a Director's term, a Director Recognition gift will be provided at the following rates:
 - a) a \$50 gift for one term on the Board
 - b) \$20 per year of service for two terms on the Board
 - c) \$30 per year of service for three terms on the Board
 - d) \$50 per year of service for four terms on the Board (to a maximum amount of \$1000).

13. REGIONAL DISTRICT PURCHASED EQUIPMENT

- 1) Directors will have the option of being provided with either an iPad or laptop to conduct Regional District business.
- 2) At the end of a Director's term, all equipment will be returned to the Regional District or be offered to the Director for purchase at the following fair market value:
 - a) 50% after one year of the original purchase price
 - b) 25% after two years of the original purchase price
 - c) 10% after three years of the original purchase price
 - d) No cost at the four-year mark or later.

14. FUTURE CHANGES TO DIRECTOR REMUNERATION, EXPENSES, AND BENEFITS

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

15. REPEAL

- 1) Bylaw No. A1090, Board Remuneration, Expenses, and Benefits Bylaw, 2022 and all amendments thereto are hereby repealed, effective October 31, 2026.

Read a first time this 22 day of July 2026.

Read a second time this 22 day of July 2026.

Read a third time this 22 day of July 2026.

Adopted this 22 day of July 2026.



John Jack
Chairperson



Cynthia Dick
Corporate Officer

Schedule "A"

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

Description	November 1, 2026	November 1, 2027	November 1, 2028	November 1, 2029
Director's Remuneration – includes 21 Board meetings & up to 12 Regional Hospital District meetings per year	\$9,489	\$9,727	\$9,970	\$10,219
Electoral Areas – additional amount	\$3,367	\$3,451	\$3,538	\$3,626
Chairperson – additional amount	\$8,417	\$8,628	\$8,843	\$9,065
Vice-chairperson – additional amount (50% of chairperson additional amount)	\$4,209	\$4,314	\$4,422	\$4,532

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

Description	November 1, 2026	November 1, 2027	November 1, 2028	November 1, 2029
Alternate Director's attendance at Board meeting or Director's attendance at additional Board meetings (above the 21 regular Board meetings)	\$207	\$212	\$218	\$223
Additional amount where travel to the meeting is greater than 60km (round trip)	\$109	\$111	\$114	\$117
Committee meeting or Public Hearing up to 3 hours in length	\$100	\$103	\$105	\$108
Committee meeting or Public Hearing between 3 and 5 hours in length	\$150	\$154	\$158	\$162
Attendance at conferences, conventions, committee meetings or Public Hearing exceeding 5 hours in length	\$207	\$212	\$218	\$223