



Alberni-Clayoquot Regional District

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

CONSOLIDATED FOR CONVENIENCE ONLY

This is a consolidation of the bylaws listed below. Amendments have been incorporated with the parent bylaw 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 subject bylaw.

Bylaw No. A1084
Amendment Bylaw A1084-1

WHEREAS the Board of the Alberni-Clayoquot Regional District, may by bylaw, provide 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;

Remuneration

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

Expenses

3. 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:

Bylaw No. A1084, 2018**Board Remuneration, Expenses and Benefits**

- 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;
 - 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. of \$0.52 per kilometer, or the provincial government mileage rate as reviewed by staff each April, whichever is higher, for travel on paved roads and an additional \$0.20 per kilometer for travel on gravel roads where the Director provides a vehicle;
 - iv. 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.
4. 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
5. 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 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.
6. 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

7. Directors must submit expense claims within 60 days of incurring the expense. No claims for the previous year will be accepted after January 31st of each year.
8. Expense claims **must** be supported by all appropriate receipts.
9. The finance department's role in reviewing claims is to verify the amounts in accordance with this bylaw. Any issues, discrepancies or conflict in interpretation shall be referred to the Chairperson together with the Chief Administrative 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 of Directors.
10. The Remuneration payable under section 2 and 3 of this bylaw shall be paid monthly through the Regional District payroll system.

No Double Dipping

11. 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

12. 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.

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

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 for a depreciated value.

Future Changes to Annual Remuneration

15. An independent review of Directors Remuneration, allowances and benefits shall be conducted every 4 years prior to the next local government election.

Citation

16. This Bylaw may be cited for all purposes as ***"Board Remuneration, Expenses and Benefits Bylaw No. A1084-1, 2018"***

Repeal

17. Bylaw No. A1078, Board Remuneration, Expenses and Benefits Bylaw is repealed on October 31, 2018.

Effective Date

18. This bylaw shall come into effect on October 29, 2018.

This Bylaw may be cited for all purposes as ***"Board Remuneration, Expenses and Benefits Bylaw Amendment No. A1084-1, 2018"***

Read a first time the 12th day of December, 2018

Read a second time this 12th day of December, 2018

Read a third time this 12th day of December, 2018

Adopted this 12th day of December, 2018

Chairperson

Manager of Administrative Services

Schedule "A"

1. Director Remuneration is as follows:

	<i>Effective October 29, 2018</i>
Director's Remuneration – includes 21 Board meetings & 12 Regional Hospital District meetings per year	\$7,150 per year
Director's Remuneration for attendance at additional Board meetings (above the 2 regular Board meetings)	\$176 per meeting
Electoral Areas – additional amount	\$2,860 per year
Chairperson – additional amount	\$7,150 per year
Vice-chairperson – additional amount	20% of chairperson additional amount
Directors who reside where travel to Board meetings is 60km or greater – additional amount	\$2,310 per year
Additional amount where travel to the meeting is greater than 60km	\$75 for first meeting in a day
Committee meeting or Public Hearing up to 3 hours in length	\$77 per meeting
Committee meeting or Public Hearing between 3 and 5 hours in length	\$125 per meeting
Attendance at conferences, conventions, committee meetings or Public Hearing exceeding 5 hours in length	\$176 per day
Alternate Director – attendance at Board meetings where travel to the meeting is less than 60km	\$176 per meeting
Alternate Director – attendance at Board meeting where travel to the meeting is 60km or greater	\$198 per meeting

2. The rates included in Part 1 above will be increased by the Consumer Price Index (CPI) percentage change each year on November 1. 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 be defined as the Consumer Price Index for Victoria, BC, All Items, annual average, not seasonally adjusted, as published by Statistics Canada.
3. After the first missed Board meeting the following amount will be deducted from the Remuneration, unless the absence is excused by a resolution of the Board of Directors:
- a. Alberni Valley Directors \$77 per meeting
 - b. West Coast Directors \$160 per meeting