



## **Expression of Interest**

### **Alberni-Clayoquot Regional District - Board Remuneration Review Committee**

The Alberni-Clayoquot Regional District (ACRD) invites interested individuals from the Alberni-Clayoquot Region to volunteer to sit on the 2026 ACRD Board Remuneration Review Committee.

Every four years, on general election year, the ACRD Board of Directors establishes an independent committee to review remuneration, expenses and benefits provided to Regional District Directors.

The ACRD is looking for one individual with a good understanding of local government in the Alberni-Clayoquot Region to sit on the Review Committee.

As a Committee member, you will:

- Review all existing indemnities and expenses;
- Review comparative rates and formats for other Regional District Boards;
- Consider the workload required, expected and undertaken by members of the Board, including attendance at meetings, community consultation and participation in conferences and workshops;
- Consider the different roles, members and appointments and how they should be resourced;
- Interview all current Directors to identify issues/ideas;
- Consider any other information the Committee considers relevant to remuneration;
- Prepare recommendations for the Board's consideration on or before July 31st in the year of a general election including recommendations for remuneration rates, expenses, and policy.

A copy of the Policy for the Board Remuneration Review Committee and the current Board Remuneration and Expenses Bylaw is available on the Regional District website at <https://www.acrd.bc.ca/announcements>

Interested individuals are asked to submit a letter outlining their related experience no later than Friday, February 20<sup>th</sup>, 2026, at 4:00 pm to the attention of Heather Zenner, Manager of Administrative Services, ACRD, 3008 Fifth Avenue, Port Alberni, BC V9Y 2E3 or email [hzenner@acrd.bc.ca](mailto:hzenner@acrd.bc.ca)



Alberni-Clayoquot Regional District

## **Board Remuneration Review Policy**

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

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### ***Purpose***

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

### ***Policy***

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

### ***Procedure***

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

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

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

The Board Remuneration Review Committee will undertake the following:

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



## Regional District of Alberni-Clayoquot

### Bylaw No. A1090

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

CONSOLIDATED FOR CONVENIENCE ONLY

June 28, 2023

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

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

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

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

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

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

**Definitions**

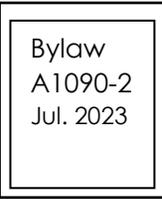
1. In this Bylaw:
  - a. **“Director”** means a person elected or appointed as a Director to the Regional District of Alberni-Clayoquot Board, and includes alternate Directors when that alternate Director is acting in place of a Director;
  - b. **“Regional District”** means the Alberni-Clayoquot Regional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

**Remuneration**

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

**Breaches of Code of Conduct**

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



Bylaw  
A1090-2  
Jul. 2023

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

**Expenses**

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

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

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b. Be paid an expense allowance:

i. for each meal at the following per diem rates:

- Breakfast \$20.00
- Lunch \$25.00
- Dinner \$30.00

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

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

ii. of \$20.00 per night away from home for incidental costs;

iii. for travel on a paved road surface based on the kilometer rate set by Canada Revenue Agency (CRA) at the time the expense is incurred.

iv. For travel on an unpaved road surface based on the kilometer rate set by Canada Revenue Agency (CRA) for the period plus 0.20 cents per kilometer.

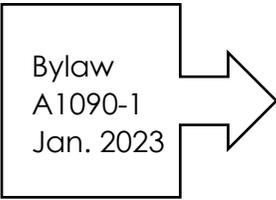
v. where private lodging is used in lieu of a hotel, reimbursement of \$50 per day.

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

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

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

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



Bylaw  
A1090-1  
Jan. 2023

**Bylaw A1090, Board Remuneration, Expenses, and Benefits Bylaw  
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Section 2 and 3. The Chairperson shall report the meeting and purpose to the Chief Administrative Officer and the Regional District Board at the next regular meeting.

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

**Expense Submissions**

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

**Remuneration Payment**

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

**Annual Cost of Living Adjustment**

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

**No Double Dipping**

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

**Benefits**

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

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

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

**Regional District Purchased Equipment**

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

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

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

**Citation**

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

**Repeal**

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

**Effective Date**

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

**Bylaw A1090, Board Remuneration, Expenses, and Benefits Bylaw  
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1. The annual Director's remuneration is as follows:

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

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

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