



Expression of Interest Board Remuneration Review Committee

The Alberni-Clayoquot Regional District (ACRD) invites interested individuals from the Alberni-Clayoquot Region to volunteer to sit on the 2022 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 an 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 www.acrd.bc.ca

Interested individuals are asked to submit a letter outlining their related experience no later than Friday, April 8th, 2022, at 4:00 pm to the attention of Wendy Thomson, General Manager of Administrative Services, ACRD, 3008 Fifth Avenue, Port Alberni, BC V9Y 2E3 or email wthomson@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

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**



Alberni-Clayoquot Regional District

Bylaw No. A1084

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

CONSOLIDATED FOR CONVENIENCE ONLY DATE

The amendment bylaw(s) listed below have been incorporated into *Bylaw No. A1084, Board Remuneration, Expenses and Benefits* for convenience purposes only. Persons making use of the consolidated version of Bylaw No. A1084 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
Board Remuneration, Expenses and Benefits Bylaw Amendment No. A1084-1, 2018	December 12, 2018
Board Remuneration, Expenses and Benefits Bylaw Amendment No. A1084-2, 2020	October 28, 2020

Bylaw numbers appearing in the margin of this consolidated version refer to the applicable amendment bylaw.

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:
 - 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

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- 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

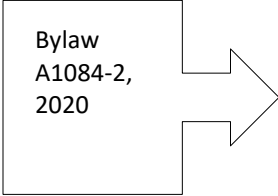
- ii. of \$20.00 per night away from home for incidental costs;
 - iii. of \$0.52 per kilometer, or the provincial government mileage rate as reviewed by staff each April, whichever is higher, for travel on paved roads and an additional \$0.20 per kilometer for travel on gravel roads where the Director 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 biweekly through the Regional District payroll system.

Bylaw
A1084-2,
2020



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, 2018***"

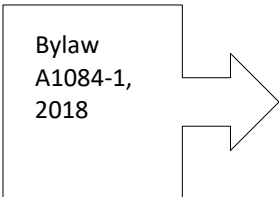
Repeal

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

Effective Date

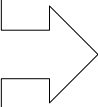
18. This bylaw shall come into effect on October 29, 2018.

Bylaw
A1084-1,
2018



Bylaw A1084, Board Remuneration, Expenses and Benefits Bylaw, 2018
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Bylaw
A1084-1,
2018



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