

CARIBOO CHILCOTIN REGIONAL HOSPITAL DISTRICT

BYLAW No. 150

A bylaw of the Cariboo Chilcotin Regional Hospital District, in the Province of British Columbia, to provide for the remuneration of its Directors.

Whereas the Regional Hospital District may, pursuant to Section 15 of the *Hospital District Act*, provide for the remuneration of its Directors and officers;

And whereas the Regional Hospital District Board wishes to provide remuneration to its Directors for the performance of their duties;

Now therefore the Board of Directors of the Cariboo Chilcotin Regional Hospital District, duly assembled in open meeting, hereby enacts as follows:

1. TITLE

This bylaw may be cited for all purposes as “Cariboo Chilcotin Regional Hospital District Directors’ Remuneration Bylaw No. 150, 2018”.

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 Cariboo Chilcotin Regional Hospital District Board for the purposes of conducting regional hospital board business. If a Cariboo Regional District Board meeting is held in conjunction with a Cariboo Chilcotin Regional Hospital District Board meeting, they shall be deemed to be one meeting for the purposes of this bylaw.
- (B) **Special Board Meeting** means a special meeting of the Regional Hospital District that is not held during the regular Board Day or Committee of the Whole Day. If a special in-camera Hospital 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.
- (C) **Committee of the Whole Day** means the day scheduled on which the entire Hospital Board membership meets to discuss and make recommendations to the CCRHD Board on broad regional topics such as policy issues, etc.
- (D) **Incidentals** means minor discretionary expenses incurred while travelling such as personal phone calls in addition to that provided by section 6(D)(i); tips and gratuities; and additional hotel services.
- (E) **Meals** means food and non-alcoholic beverages.
- (F) **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.
- (G) **Per Diem Rates** means the daily rate a Director may charge for meals and incidentals while on Regional Hospital District business as per Section 6(E) (no receipt required). Incidentals do not apply within the boundaries of the Cariboo Regional District.
- (H) **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. REMUNERATION

- (A) Until January 1, 2019, one third of the remuneration paid pursuant to this section shall be paid as an allowance for expenses incidental to the Director's discharge of the duties of office.

- (B) Remuneration shall be paid to Directors for the discharge of the duties of office, and shall be comprised of the following:

Effective at the time of this bylaw's adoption, each Director shall be paid \$875.48 per month for the discharge of duties as Cariboo Regional District Director, thereafter to be increased annually on January 1st, based on the previous year's consumer price index. 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.

- (i) **Chair Remuneration** -- The Chair of the Cariboo Chilcotin Regional Hospital District shall receive additional compensation of 0.75 times that amount, as basic remuneration for completion of his or her duties of office.
- (ii) **Vice-Chair Remuneration** -- The Vice-Chair of the Cariboo Chilcotin Regional Hospital District shall receive additional compensation of 0.25 times that amount, as basic remuneration for completion of his or her duties of office.

5. TRAVEL TIME REMUNERATION

- (A) Travel time remuneration shall apply to all travel by the Hospital Board Chair or Vice-Chair when representing the Cariboo Chilcotin Regional Hospital District.
- (B) Travel time remuneration is \$20 per 100 kilometres driven.
- (C) 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 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.

6. 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, Directors are 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) Directors shall be paid a “personal vehicle allowance” per kilometre for the use of their personal vehicle as transportation for Cariboo Chilcotin Regional Hospital 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 Hospital District shall not reimburse Directors 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 Hospital District, shall be considered the starting point and point of return of any trip.

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) Where a Director chooses to drive they shall receive reimbursement for accommodation where distance travelled is in excess of 600 kilometres.
- (iii) 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 Chilcotin Regional Hospital District business. The private accommodation rate shall be the rate paid by the Province of BC to the Public Service.

- (iv) It is recognized that the choice of hotel may be limited in smaller communities and standards may not be as high as what is available in larger communities, however if the designated accommodation is deemed to be acceptable by the majority of Directors then it is deemed to be acceptable for all.
- (v) 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 Region

While attending sanctioned meetings, Directors are entitled to per diem meal expenses provided such meals have not been provided by the region or as part of a convention or other event. 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 Chilcotin Regional Hospital 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(F) 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 hospital district business, Directors may elect to utilize a per diem rate of \$100.00 per day.

\$100.00 per diem rate is calculated as follows:	\$20	Breakfast
	\$25	Lunch
	\$45	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 Hospital District Board.

- (ii) In the absence of Board authorization, the Chair, or in his/her absence, the Vice-Chair, may authorize out-of-district travel where such travel is necessary to carry out the business of the Cariboo Chilcotin Regional Hospital District.
- (iii) No travel expenses or accommodation expenses for out-of-district travel shall be paid to any member of the Regional Hospital 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 Regional Hospital Board and the Cariboo Regional District Policy Committee Chair.

(H) Attendance at Meetings

Directors attending meetings will be reimbursed for expenses in accordance with Schedule A.

(I) 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.

7. REPEAL

Cariboo Chilcotin Regional Hospital District Directors' Remuneration Bylaw No. 90, 2013 is hereby repealed in its entirety.

READ A FIRST TIME THIS ____ DAY OF _____, 2018.

READ A SECOND TIME THIS ____ DAY OF _____, 2018.

READ A THIRD TIME THIS ____ DAY OF _____, 2018.

ADOPTED THIS ____ DAY OF _____, 2018.

Chair

Corporate Officer

I hereby certify the foregoing to be a true and correct copy of the “Cariboo Chilcotin Regional Hospital District Directors’ Remuneration Bylaw No. 150, 2018” as adopted by the Board of the Cariboo Chilcotin Regional Hospital District on the ____ day of _____, 2018.

Corporate Officer

SCHEDULE A

Meeting Remuneration

Most often, CCRHD meetings will be scheduled in conjunction with Cariboo Regional District Board meetings, and in that case no remuneration under this section will be payable.

1. Board Meetings

- (A) **Board Day** - For attendance at the regular Board Day, regardless of the number or types of meetings actually held that day, each Director (*or, in his/her absence, the Alternate Director*) for attendance at the full session, shall be compensated at the rate of \$185.
- (B) **Special Board Meetings** - For attendance at Board meetings (other than on Board Day or in conjunction with a Board Retreat / Strategic Planning Session, each Director for attendance at the full day session, shall be compensated at the rate of \$185. If a special in-camera Board meeting is held in conjunction with a special Board meeting, they shall be considered as one meeting for the purposes of remuneration under this policy. Meetings held pursuant to the Regional District Special Voting Regulation shall not be eligible for remuneration.
- (C) **Acting-Chair** - In addition to his/her remuneration for attendance at a Board meeting as specified above, 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.

2. Meetings Held on Same Day

Where more than one meeting is held on the same day, only one meeting remuneration may be claimed. Directors are only eligible for remuneration where an agenda for the meeting is tabled and minutes are recorded and submitted to the Board for consideration.

3. Other

- (A) For attendance at sanctioned meetings not dealt with elsewhere in this Schedule (such as the Regional Hospital District/Health Authority semi-annual meetings), the Chair or designate may attend and be compensated at the rate of \$120 per full day session. For partial days (four hours or less), remuneration at the rate of \$75 applies.
- (B) Where more than one meeting is held on the same day and the combined duration of the meetings, including breaks, exceeds 4 hours, the meetings are remunerated at the full day rate.

- (C) A Director who leaves a Board meeting or a Special Board meeting before adjournment of the meeting shall only be eligible for remuneration at the partial day rate. The Chair may waive this requirement where extenuating circumstances exist. If a Director will be receiving the lower rate of remuneration pursuant to this clause, the Chair will advise the Chief Financial Officer of same.
- (D) Where a Director attends a meeting by means of electronic communications, remuneration shall be at the normal rate for that meeting.
- (E) Remuneration for meetings not listed above must be approved by the Hospital District Board.