



## CARIBOO REGIONAL DISTRICT

### BYLAW NO. 5211

A bylaw of the Cariboo Regional District, in the Province of British Columbia, to establish procedures, conditions and amounts for Directors' remuneration and expenses.

WHEREAS, pursuant to the provisions of the *Local Government Act*, a Board may adopt procedures, conditions and amounts for Directors' remuneration and expenses;

NOW THEREFORE the Board of the Cariboo Regional District in open meeting assembled enacts as follows:

1. TITLE:

This bylaw shall be cited as the "Cariboo Regional District Directors' Remuneration and Expenses Bylaw No. 5211, 2019".

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 Board for the purposes of conducting regional board business and includes both the public and, when necessary, in-camera portions of the meeting.
- (B) **Board Retreat/Strategic Planning Session** means the day(s) designated by the Board to deal with strategic planning issues, set long-term goals and objectives, or to attend to other business of a corporate nature.
- (C) **Special Board Meeting** means a Board meeting other than on a Board Day. If a special in-camera 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. For clarity, a vote conducted under the authority of the *Regional District Special Voting Regulation*, does not constitute a Special Board meeting and is not eligible for meeting remuneration.
- (D) **Commission** means a body or group of people appointed by the Board, officially assigned the duty of carrying out a particular task or tasks.
- (E) **Committee** means a Committee to which a Director has been appointed by either the Board or the Chair of the Cariboo Regional District.
- (F) **Committee of the Whole Meeting** means the days on which the entire Board membership meets in a Committee format to discuss and make recommendations to the CRD Board on broad regional topics such as policy issues, etc.
- (G) **Delegate** means a Director authorized to attend a sanctioned meeting as defined in section 3(H).
- (H) **Sanctioned meeting** means a meeting which is identified in Schedule B as eligible for meeting remuneration.
- (I) **Meals** means food and non-alcoholic beverages consumed by individual Directors while attending a sanctioned meeting within the Region on such occasions when the meal service is not already provided by the Regional District.
- (J) **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.

- (K) **Per Diem Rates** means the daily rate a Director may charge for meals and incidentals while on Regional District business as per Section 8(E) (no receipt required). Incidentals do not apply within the boundaries of the Cariboo Regional District.
- (L) **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. INTERPRETATION AND APPLICATION

- (A) The Cariboo Regional District Staff will be responsible for ensuring that Directors' Remuneration and Expense Reports are consistent with this Bylaw.
- (B) The Cariboo Regional District Chief Administrative Officer will be responsible for ensuring that the CRD Chair's Remuneration and Expense Reports are consistent with this Bylaw.
- (C) Disputes regarding Directors' Remuneration and Expense Reports shall be forwarded to the Cariboo Regional District Policy Committee for resolution. If the dispute is not resolved at the Policy Committee, the matter shall be forwarded to the Cariboo Regional District Board.

#### 5. REMUNERATION

- (A) Remuneration shall be paid to Directors for the discharge of the duties of office, and shall be comprised of the following:
  - (i) **Directors, Chair and Vice Chair, Standing Committee Chair Remuneration** -- to be determined and paid pursuant to Schedule A, attached to and forming part of this Bylaw; and,
  - (ii) **Remuneration for attendance at sanctioned meetings** -- to be determined in accordance with Schedule B, attached to and forming part of this Bylaw.
- (B) A Director shall not receive remuneration for wages lost through absence from work or income deemed lost due to attendance at any meeting or as a delegate representing the Regional Board.
- (C) Remuneration shall be paid on a bi-weekly basis, in conjunction with the established staff pay periods.

#### 6. OTHER REMUNERATION

**Travel time remuneration** -- to be determined and paid pursuant to Schedule C, attached to and forming part of this Bylaw.

7. ALTERNATE DIRECTORS

- (A) When replacing a Director, an Alternate Director is eligible to receive business meeting remuneration in accordance with Schedule B, travel time remuneration in accordance with Schedule C and reimbursement of expenses in accordance with Clause 8.
- (B) As an exception to the above, Alternate Directors are not authorized to attend conventions/seminars or other non-business sessions on behalf of the Director.

8. 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, every Director is 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) A Director shall be paid a "personal vehicle allowance" per kilometre for the use of their personal vehicle as transportation for Cariboo Regional 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 District shall not reimburse the Director 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 District, shall be considered the starting point and point of return of any trip.

For trips exceeding 600 kilometres, Directors shall be entitled to reasonable accommodation en route.

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) 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 Regional District business. The private accommodation rate shall be the rate paid by the Province of BC to the Public Service.
- (iii) 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 CRD

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 Regional 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(J) 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 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 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 Regional District.
- (iii) No travel expenses or accommodation expenses for out-of-district travel shall be paid to any member of the Regional District Board unless the travel was first authorized by Board Resolution, or by the Chair/Vice-Chair.
- (iv) If requested, Directors may receive up to 75% of anticipated expenses for out-of-district travel in advance of the date of travel. The remaining balance, if any, will be paid upon the submission of an expense report and approval of the Chief Financial Officer. If the advance should exceed the total allowable expenses incurred, the overage shall be deducted from the next expense claim.

(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 Board and the Policy Committee Chair.

(H) Attendance at Commission Meetings

Directors attending meetings of Commissions to which they are appointed by the Board of the Cariboo Regional District will be reimbursed for expenses in accordance with Schedule B.

(I) Newly Appointed Alternate Directors

Reimbursement for travel expenses is authorized for newly appointed Alternate Directors to attend their first Board meeting accompanied by the Director of the

electoral area.

(J) 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.

9. INSURANCE - USE OF PRIVATE VEHICLE

- (A) Directors shall be reimbursed for the cost of the deductible for one comprehensive claim per calendar year to a maximum of \$300 for damage to the vehicle or \$300 for windshield replacement, provided the damage to the vehicle was incurred while on regional district business and a receipt is provided.
- (B) Directors are required to ensure that the vehicle(s) they use for regional district business are insured for business class purposes. Upon submitting proof of coverage, the Director will be reimbursed for the difference in cost between insuring his/her vehicle for pleasure and business class purposes.
- (C) The Regional District does not accept any liability under any circumstances for claims arising from the use of privately owned vehicles, but will carry additional liability insurance over and above that which Directors carry on their personal vehicles, for claims arising from use of the vehicle while on CRD business.

10. REPEAL

Cariboo Regional District Directors' Remuneration and Expenses Bylaw No. 5185, 2018 is hereby repealed in its entirety.

READ A FIRST TIME this \_\_day of \_\_\_\_\_, 2019.

READ A SECOND TIME this \_\_day of \_\_\_\_\_, 2019

READ A THIRD TIME this \_\_day of \_\_\_\_\_, 2019

ADOPTED this \_\_day of \_\_\_\_\_, 2019

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Chair

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Manager of Corporate Services

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 5211 cited as "Cariboo Regional District Directors' Remuneration and Expenses Bylaw No. 5211, 2019", as adopted by the Regional District Board on the \_\_day of \_\_\_\_\_, 2019.

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Manager of Corporate Services



## **SCHEDULE A**

### **Chair and Directors' Remuneration**

1) Directors' Remuneration

Effective on January 1, 2019, each Director of the Cariboo Regional District shall be paid \$953.00 per month, thereafter to be increased annually on January 1<sup>st</sup>, based on the previous year's consumer price index, as basic remuneration, for completion of his or her duties of office. 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. For clarity, an alternate director is not entitled to receive the monthly stipend.

2) Chair and Vice-Chair Remuneration

A) The Chair of the Cariboo Regional District Board shall receive the basic remuneration as a Director plus an amount equal to 1.5 times the basic remuneration.

B) The Vice-Chair of the Cariboo Regional District Board shall receive the basic remuneration as a Director plus an amount equal to 0.75 times the basic remuneration.

3) Standing Committee/Portfolio Chair Remuneration

A) The Chair of any of the Standing Committees or Portfolios appointed by the Board Chair shall receive the basic remuneration as a Director plus an amount equal to 0.25 times the basic remuneration.

B) There is no additional remuneration provided where a Director is Chair of more than one Standing Committee and/or Portfolio.

4) Acting Chair

In addition to his/her remuneration for attendance at a Board meeting as specified in this schedule, 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.

5) Emergency Response Pay

Where the Province or Regional District has declared a State Of Local Emergency, and where there is an active Regional District response to the emergency, the Chair (or the Vice Chair in the Chair's absence) and any Director whose Electoral Area is directly impacted by the Emergency and the Cariboo Regional District response is eligible to claim remuneration in the amount of \$120.00 per day during the declaration period.

6) Technology/Office Allowance

Directors are entitled to a Technology/Office Allowance in the amount of \$125.00 per month to help pay for the costs of cellular and internet services as well as managing home offices.

## **SCHEDULE B**

### **Meeting Remuneration**

It must be noted that the following table is intended to provide examples of categories of meetings and the remuneration applicable to that category. It must be recognized that the Board may eliminate or establish committees from time to time, which may or may not be eligible for remuneration in accordance with the applicable category.

- (A) For attendance at meetings, Directors will be remunerated and expenses will be paid in accordance with the attached table.
- (B) Those meetings which receive remuneration as indicated in the attached table are deemed to be "Sanctioned Meetings" as referred to in 3(H).
- (C) Where more than one meeting is held on the same day, the meetings shall be deemed to be one meeting. As an exception, when one of the meetings is a regular Board meeting and the other meeting begins after 6:00 pm on the same day, the other meeting will be remunerated as a separate meeting.
- (D) Each of the joint municipal/regional district committees and each rural caucus is limited to twelve meetings per year for the purposes of remuneration. Directors are only eligible for remuneration where an agenda for the meeting is prepared and distributed in advance and minutes are recorded and submitted to the Board for consideration.
- (E) Where a Director attends a meeting by means of electronic communications, remuneration shall be at the normal rate for that meeting.
- (F) Remuneration for meetings not listed on the attached table must be approved by the Board. It is noted that Directors may choose to accept appointments to a wide variety of bodies; however, except as specifically provided for herein, those appointments shall be without remuneration.

Meeting Remuneration	Meeting Rate	Travel Time	Vehicle Allowance	Expenses	Comments
<b>Category 1: Board Activities</b>					
<b>a) Sanctioned Business Meetings</b>					
Board meeting	206	√	√	√	
Special Board meeting	206	√	√	√	
Committee of the Whole	206	√	√	√	
Budget Meeting	206	√	√	√	
Strategic planning / retreat	206	√	√	√	
Director orientation	206	√	√	√	
<b>b) Sanctioned Non-Business Meetings*</b>					
LGLA seminars	133/83	√	√	√	
Electoral area forum	133/83	√	√	√	
Community to Community Meetings	133/83	√	√	√	
Treaty Advisory Meetings	133/83	√	√	√	
NCLGA convention	133/83	√	√	√	
UBCM convention	133/83	√	√	√	
FCM convention	133/83	√	√	√	
Attendance at meetings hosted by Federal/Provincial Representatives where the issue discussed is a priority to the Board.	133/83	√	√	√	
<i>Notes:</i>					
<i>For sanctioned non-business meetings, the lower rate of \$83.00 shall apply to any meetings less than 4 hours duration.</i>					
<b>Category 2: External Appointments</b>					
Fraser Basin Council	133/83	√	√	n/a	
Barkerville Heritage Trust	133/83	√	√	n/a	
<b>Category 3: Sub-Regional Committees</b>					
Rural Caucus/Joint Committee	133/83	√	√	√	
<b>Category 4: Standing Committees</b>					
As established and appointed by the Chair.	83	√	√	√	
<b>Category 5: Commissions</b>					
Advisory Planning Commission	83	n/a	√	n/a	

Category 6: Development Applications					
Public Hearing	83	n/a	√	n/a	
Public information meeting	83	n/a	√	n/a	(development applications)
Category 7: Miscellaneous Functions					
CRD Board Chair	133/83	√	√	√	For representing CRD at external meetings
CRD Board Vice-Chair	133/83	√	√	√	For representing CRD at external meetings
Treaty Side Table	133/83	√	√	√	For representing CRD at side table meetings

**Schedule C**  
**Travel Time Remuneration**

1. Travel time remuneration shall apply to:
  - A) All travel by Board Chair or Vice-Chair when representing the CRD;
  - B) Travel by Directors to sanctioned meetings; and
  - C) Travel by Directors to meetings/events outside a Director's area authorized by the Board or by the Chair where time constraints preclude Board consideration.
2. Travel time remuneration is \$20 per 100 kilometres driven.
3. 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 the 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.