

Date: 06/11/2019

To: Chair and Directors, Policy Committee

And To: John MacLean, Chief Administrative Officer

From: Kevin Erickson, Chief Financial Officer

Date of Meeting: Policy Committee_Nov14_2019

File: BL 5211

Short Summary:

Clarification of Meetings and Remuneration Rates

Voting:

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Memorandum:

This agenda item is presented to the committee for clarification on two items in CRD Directors' Remuneration and Expenses Bylaw No. 5211, 2019.

The first item deals with the recognition of the North Cariboo Regional Airport Service. The City of Quesnel has established an Airport Advisory Committee which is to meet on a semi-annual basis with the inaugural meeting having already occurred. A determination is requested as to whether participation on the committee is to be compensated and, if yes, at what level? The current schedule for meeting remuneration is attached for reference. A recommendation by this committee is requested.

The second item is seeking clarification over when two meetings, held on the same day, qualify for the half day rate or qualify for the full day meeting rate.

Currently the bylaw, in Schedule B, Section C reads:

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.

Further to this, there is a note in the Schedule defining the half day rate:

For sanctioned non-business meetings, the lower rate of \$83.00 shall apply to any meetings less than 4 hours duration.

Clarification is being requested in the situation where there are two meetings on the same day and thus deemed one meeting for remuneration purposes: is the four hours calculated from the time the first meeting starts to the time the second meeting ends? Or, is it calculated as the total time spent in meetings?

As an example, here is a situation where two meetings are held on the same day to demonstrate where, without clarification a problem can arise depending on interpretation of the policy:

Rural Caucus:	Starts at 3:00pm and adjourns at 3:30pm Meeting time 30 minutes
Joint Committee	Starts at 5:30pm and adjourns at 8:00pm Meeting time 2.5 hours

If we use actual time spent in meetings then time calculated is three hours and the half day rate applies.

If we use the time from the beginning of the first meeting to the end of the second meeting, time calculated is five hours and qualifies for the full day meeting rate.

Staff is requesting clarification for determining meeting duration for circumstances like this going forward.

Attachments:

Bylaw 5211, 2019 Schedule B, Meeting Remuneration

Financial Implications:

The clarification of this item will affect director remuneration. Depending on which way the meeting duration is calculated, will either result in directors getting less for attending two meetings of short duration, or more as the total hours now exceeds the half day cutoff.

Policy Implications:

This will provide further clarification to the meeting remuneration schedule and provide staff with more direction when two meetings are attended on the same day.

Alignment with Strategic Plan:

- ☐ **Communication:** Facilitate communication strategies throughout the entire Cariboo Regional District that meet the needs of residents, community stakeholders, and other levels of government.
- ☐ **Planning:** Intentionally plan services and activities of the CRD to prepare for future needs of residents and community stakeholders.
- ☐ **Economic Sustainability:** Foster an environment to ensure the economic sustainability of CRD communities and the region.
- ☒ **Governance:** Ensure that CRD governance policy and practices are intentional, transparent, and respectful.

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CAO Comments:

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Options:

- 1) Receipt and provide clarification
- 2) Defer

Recommendation:

That the agenda item summary from Kevin Erickson, Chief Financial Officer, dated November 6, 2019, requesting clarification on meeting remuneration rates, be received. *Further action at the discretion of the Committee.*