

CENTRAL COAST REGIONAL DISTRICT

BYLAW NO. 518, 2022

CCRD BOARD REMUNERATION AND EXPENSES BYLAW

Being a bylaw to establish remuneration and provide for reimbursement of expenses for the Central Coast Regional District board of directors and to repeal Bylaw 495

WHEREAS the Board of Directors of the Central Coast Regional District is authorized to provide for the payment of remuneration and expenses to the Board associated with carrying out regional district business, provided such remuneration is consistent with the five-year financial plan;

AND WHEREAS the board of directors has deemed it necessary to update the rate structure and expenses allowed from time to time;

NOW THEREFORE, the board of directors for the Central Coast Regional District, in open meeting assembled, enacts as follows:

1. Bylaw 495 cited as the "CCRD Remuneration and Expenses Bylaw No. 495, 2020" is hereby repealed;
2. Remuneration shall be paid, and expenses reimbursed to members of the Regional Board consistent with Schedule 'A' attached hereto and forming part of this bylaw; and
3. This bylaw may be cited as "CCRD Board Remuneration and Expenses Bylaw No. 518, 2022".

READ A FIRST time this 8th day of September 2022,

READ a SECOND time this 8th day of September 2022,

READ A THIRD time this 8th day of September 2022,

ADOPTED this 13th day of October 2022.



Chair, Jayme Kennedy



Chief Administrative Officer,
Curtis Slingerland

Certified a true copy of Bylaw No. 518, 2022 cited as CCRD Board Remuneration and Expenses Bylaw No. 518, 2022 was adopted on _____.

Corporate Administrator

CENTRAL COAST REGIONAL DISTRICT

BYLAW NO. 518, 2022

CCRD BOARD REMUNERATION AND EXPENSES BYLAW SCHEDULE 'A'

Definitions:

For the purposes of this bylaw:

'*Dependant-care*' means care for a child of the age 12 years or younger, or in the case of the Director has provided information to the CCRD CAO entailing need for care of someone older.

'*Out of Town Representation*' means an event that requires the Director attend as part of their Director duties to the Central Coast Regional District and is located at least 50 kilometers from their usual residence.

'Special Meeting' means a meeting of the board, not present in the CCRD Boards official meeting schedule.

1. BOARD MEMBER REMUNERATION:

1. Monthly Stipend:	Chair	\$800
	CCRHD Chair	\$90
	Vice Chair	\$575
	Director	\$525
	Alternate Director (per meeting)	\$460
2. Attendance at Conventions (AVICC, UBCM, etc.): (Approved by resolution of the board or policy)		
	Per Day	\$290
3. Special Meetings of the Board are at an hourly rate:		
	Chair	\$45/Hour
	Director	\$40/Hour
4. Out of Town Representation:		
	Per Day	\$290
5. Travel for Out-of-Town Representation:		
	Per Half Day	\$145
	Per Full Day	\$290

6. Board Member Remuneration will be reviewed and increased by CPI (as per F-18 Annual Board Adjustment Policy) and effective every January.

2. REIMBURSEMENT FOR EXPENSES:

Travel Expenses

7. All reasonable expenses incurred for travel and accommodation shall be reimbursed as per receipts submitted. Prior arrangements may be made to have registration fees, air travel and/or accommodation expenses paid directly by the regional district, in which case no reimbursement shall be made to the director.
8. 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 regional district business. The private accommodation rate is \$50/night.
9. For full days, directors may claim a per diem of \$100 which includes all meals plus \$11 for incidentals.

The daily allowance for meals includes:

- a) \$22 for breakfast,
- b) \$27 for lunch and
- c) \$40 for the evening meal

*Provided such meals have not been provided as part of a convention or other event.

In order to claim a meal allowance, the Director must be away from home on regional district business for the entire period noted beside the applicable meal.

When meals are provided at conferences or meetings, no meal allowance is to be claimed for those meals which were consumed.

10. Automobile travel shall be reimbursed as per Canada Revenue Agency's Automobile Allowance Rates in effect at the time of travel. It is the responsibility of individual directors to report actual travel distance to the Chief Financial Officer for reimbursement.

The Director for Electoral Area A shall be provided with the opportunity for one trip annually to attend other communities in the electoral area at the expense of the regional district to a maximum of \$2,500.

The amount compensated for automobile travel outside the regional district shall not exceed the amount that would be compensated for air travel to the same destination.

Where travel expense is reimbursed to this office that exceeds our kilometre rate, our kilometre rate shall be used for reimbursement to directors or committee/commission members. Any remaining balances will be credited to the administrative travel account.

For attendance at conferences and conventions, if requested, an advance may be made.

11. Alternate directors will not be compensated for travel incurred within the electoral area they represent.

Other Expenses:

12. The sum of \$1,000.00 will be paid to each director when they take office, either at the beginning of the term or after being installed after a by-election, in expectation of purchasing technology capable of conducting Regional District business. Additionally, \$500 will be made available to the Directors for any maintenance for their technology two years into their four-year term. The director must possess technology capable of conducting Regional District business.
13. The sum of \$60 per month will be paid to each director in recognition of the costs associated with personal cellular phone and internet use.
14. The sum of \$90 per month will be paid to the Chair in recognition of the costs associated with personal cellular phone and internet use.
15. A dependant-care subsidy, to a maximum of \$100 per board meeting will be provided to directors in recognition of dependant-care costs incurred for attendance at regular board meeting, if applicable.
16. For the purposes of conferences, a dependant-care subsidy up to a maximum of \$100 per day will be provided to directors in recognition of childcare costs incurred for attendance at those conferences, if applicable.
17. If a Director is unable to find a suitable caregiver for the purposes of conferences, the Director may use the \$100 per day subsidy towards costs associated with having a dependant travel with the Director.
18. Reimbursement for remuneration and expenses shall be made only upon the submission of a signed expense voucher in the format approved by the Chief Financial Officer.

19. All expense reimbursement will only be paid to the extent that it has been budgeted annually for the Director. If a Director requests expenses reimbursement beyond what has been budgeted for that year, the request must be approved by the Board.

For clarity, directors are paid the following items through the payroll system on the last working day of each month and signed expense vouchers are not required for reimbursement:

- i. Board meeting stipend and monthly allowances;
- ii. Costs associated with technology;
- iii. The directors' cellular phone and internet allowance;
- iv. The Chair's cellular phone and internet allowance.