



Directors Remuneration

Bylaw No. 2710, 2021

CONSOLIDATED FOR CONVENIENCE ONLY

This Bylaw has no legal sanction

Bylaw No.	Amendments
Bylaw No. 2838	Amendments to: <ul style="list-style-type: none">• Section 2 – Definition of Director amended• Section 10 & 11 – Rename/Reorder Section• Section 10(1) – Added• Section 11(1)(2) - Added

REGIONAL DISTRICT OF CENTRAL KOOTENAY

Bylaw No. 2710

A Bylaw to provide for payment of remuneration and expenses to the Directors and Alternate Directors of the Regional District of Central Kootenay.

WHEREAS the Regional Board by bylaw, makes payment of remuneration to the Chair, Vice Chair, Directors and Alternate Directors and to members of Committees of the Board for each regularly constituted meeting attended;

AND WHEREAS by resolution of the Board, the Board may reimburse members of the Board or Committee members for reasonable expenses incurred in connection with their attending to the business affairs of the District;

AND WHEREAS the Regional Board adopted Bylaw No. 1851, being a bylaw relative to the Chair's and Directors' remuneration;

AND WHEREAS it is deemed expedient to rescind Bylaw No. 1851 and amendments thereto, and replace it with Bylaw No. 2710;

NOW THEREFORE the Board of the Regional District of Central Kootenay, in open meeting assembled, HEREBY ENACTS as follows:

APPLICATION

1 This Bylaw is applicable to the Board of Directors of the Regional District of Central Kootenay.

DEFINITIONS

2 In this bylaw:

Board means the governing and executive body of a regional district.

Committees include Standing and Special Committees as may from time to time be struck by resolution or by bylaw of the Board and, without restricting the generality of the foregoing, includes the following:

- Rural Affairs Committee
- East Resource Recovery Committee
- Central Resource Recovery Committee
- West Resource Recovery Committee
- Joint Resource Recovery Committee
- All Recreation Committee, and

- Community Sustainable Living Advisory Committee

Delegate means Directors, Alternate Directors, and named employees appointed by resolution of the Board to make representation to other bodies on behalf of the Regional District.

Director unless specifically referred to elsewhere in this bylaw, means a Municipal Director, Electoral Area Director and the Alternate Director, when the Alternate Director is acting on behalf of the Municipal or Electoral Area Director.

Alternate Directors means a person who has completed the prescribed forms for appointment as Alternate for a Municipal or Electoral Area Director, as the case may be, and has been duly sworn into office.

Expenses means reimbursable out of pocket costs incurred by the Director or Alternate that will be paid by the Regional District as specified in Schedule A.

External Committee means a committee without a direct relationship to an RDCK service, for which the organization has requested representation from the RDCK Board.

Local Time means the time zone in which the Director is resident or their point of departure for the purpose of returning to their Normal Place of residence.

Meeting

- **Board** means a regularly scheduled or special meeting for the purpose of conducting Regional District Board business regardless of whether the Board conducts business for both the regional and hospital districts.
- **Committee** means a regularly scheduled or special meeting of a Standing or Special Committee as defined in *Committees*.

Member of a Committee means the Director appointed by resolution of the Board to serve on a Committee, an ex-officio member who is also a Board member, and a person who, although not a Director of the Board, has been appointed by resolution of the Board

Normal Place means the location where the Director resides most of the calendar year.

Per Diem daily amount paid to reimburse Directors for meal and miscellaneous Expenses during a 24 hour period.

Public Hearing carries the definition used in Section 465 of the *Local Government Act*.

Remuneration means an amount payable to a Director and Chair of the Board as specified in the within Schedule A of this bylaw.

REMUNERATION

- 3** (1) Remuneration shall be paid to Directors, Alternate Directors and the Chair of the Board in accordance with this bylaw by direct deposit, electronic fund transfer.

- (2) The rates in Schedule A, of this bylaw, will be adjusted annually (effective January 1st) by an amount equal to the average monthly change in the British Columbia Consumer Price Index, rounded to one decimal point, for the twelve month period ending October 31st of the previous year.
- (3) The rates in Schedule A, of this bylaw, will be brought the Board for review in February of the year of each local government election beginning in 2026, with any changes to be effective January 1 following the election.
- (4) A Director shall not receive Remuneration for wages lost through absence from work or income deemed lost due to their attendance at a meeting:
 - (a) of the Board;
 - (b) Committee to which she/he is appointed; and
 - (c) as a Delegate representing the Regional District.
- (5) For attending to the affairs of the District, each Municipal (from General Administration) and Rural Director (from General and Rural Administration) will be paid twice per month as outlined in Schedule A of this bylaw. The service split for the stipend for Rural Directors is calculated at fifty four percent to General Administration and forty six percent to Rural Administration. For clarity, this stipend includes attendance monthly at the RDCK Rural Affairs Committee and Board meetings.
- (6) In addition to Section 3 subsection (5) of this bylaw, a Board Chair will be paid a monthly stipend to be paid from General Administration, as outlined in Schedule A of this bylaw.
- (7) When Alternate Directors attend Board or Committee meetings on the Director's behalf, regardless of there being a quorum, they are compensated per the rates outlined in Schedule A of this bylaw.
- (8) In addition to Section 3 subsections (5), (6) & (7) of this bylaw, there shall be a monthly stipend paid to the Chair of a standing Committee of the Board (with the exception of the Joint Resource Recovery Committee) and the Vice Chair of the Board as outlined in Schedule A of this bylaw. These funds are to cover, but not be limited to, attendance at agenda preparation meetings and consultation with Directors and staff as deemed necessary.
- (9) In addition to the above Directors or Alternate Directors who have been appointed to and attend the Resource Recovery meetings are to be paid an additional stipend as identified in Schedule A of this bylaw.
- (10) All Directors and Alternate Directors who, by resolution of the Board are authorized to attend a Meeting on behalf of the Board shall be entitled to Remuneration and/or Expenses as outlined in Schedule A of this bylaw.
- (11) Directors will from time to time be named by resolution to External Committees. Directors attending meetings of External Committees to which they have been named will be paid

stipend and/or Expenses with costs charged as directed by the Board via resolution at the time of the Director's appointment.

(12) Meetings on Successive Dates:

When Directors attend Committee Meetings on successive days at the same location, they are eligible for:

- (a) Day 1 – either mileage to and from the meeting or mileage to the meeting and applicable accommodation charges, as appropriate; and
- (b) Day 2 – actual mileage; with the additional costs for Rural Directors being charged to Rural Administration.

(13) Multiple Meetings on the Same Day:

For efficiency multiple meetings of the Board and/or Committees may be scheduled on the same day. The maximum number of meetings for which a Director can claim stipend for in one day is two (2).

(14) The Board and Vice Chair of the Board and Chairs of Standing Committees are to be paid Expenses only (mileage and meals) for attendance at agenda preparation or other meetings required as part of their role.

(15) A Director delegated to chair a Public Hearing be paid stipend and Expenses with costs charged to the Rural Administration Budget.

(16) Delegates to Union of BC Municipalities (UBCM), Federation of Canadian Municipalities (FCM) and Association of Kootenay & Boundary Local Governments (AKBLG) Conventions:

- (a) Municipal and Rural Directors or, in their absence, Alternate Directors, authorized by Board Resolution to attend the UBCM and/or the FCM Convention be paid stipend and Expenses to be charged to the General Administration budget;
- (b) Rural Directors or, in their absence, Alternate Directors, authorized by Board Resolution to attend the Association of Kootenay & Boundary Local Governments Convention be paid stipend and Expenses to be charged to the Rural Administration budget.

(17) A Delegate Director shall receive Remuneration at the current rate for each day on which business is conducted and at which the Delegate Director is in attendance. Stipends are not paid for travel days.

(18) Board Member Elected or Appointed to FCM:

A Board member whose candidacy is endorsed by the RDCK Board is duly elected or appointed to serve on the FCM Board or Committees, the member be paid the usual Remuneration for attending FCM Board Meetings, in accordance with this bylaw, upon the member submitting the required claim form, with all such costs not covered by FCM, charged to General Administration.

- (19) Whenever a spouse/partner is registered for and does accompany the Director to a conference, the Regional District does not pay any Expenses of the spouse/partner, and any charges incurred by the Regional District to register or book travel for the spouse/partner be invoiced to the Director.
- (20) In addition to the above Directors and Alternate Directors are entitled to the reimbursement of Expenses identified in Schedule A of this bylaw.
- (21) Directors and Alternate Directors are entitled to claim an additional stipend for attendance at any additional special monthly meetings of the Board over and above the 12 monthly meetings included in the annual allowance in Section 3 subsection (5) of this bylaw.
- (22) Directors are entitled to claim stipends for Board and Committee Meetings in which they participate in by electronic means.
- (23) In addition to the above, Rural Directors will have the opportunity to attend conference and other educational sessions that are outside those identified in Section 3 subsection (16) and not specifically approved by the Board, to be paid from a Rural Director Allowance of \$2,500 annually, charged to Rural Administration. This allowance can be used for stipend and/or Expenses.
- (24) Any unused allowance from Section 3 subsection (26) is carried forward for future use at the end of a calendar year. All rural allowance balances reset to zero at the end of an elected term.

TRAVEL

- 4** (1) The Director's Normal Place of residence, within the Regional District, shall be considered the starting point and point of return of any trip.
- (2) Every Director is expected to travel by the most direct route and use the most economical means of transportation. Factors to be considered in determining the most economical travel option include:
 - (a) Travel time involved;
 - (b) Lowest quoted airfare;
 - (c) Journey expense to and from airport, including airport parking fees;
 - (d) Mileage Expenses; and
 - (e) Car rentals, taxis and parking fees at destination.
- (3) Except for journeys where the use of a car is either more economical or the only practical option, air travel is the preferred method of transportation. If travel is by air, the Director shall be reimbursed for the most economical means of travel to and from the airport.
- (4) Where air travel is the most economical option, but a Director chooses to drive for personal reasons, the Director will be reimbursed for travel in the amount of the lowest quoted airfare, or the actual mileage to the destination plus hotel parking, whichever is less.

- (5) Directors must submit expense claims using the required form and attach receipts for eligible Expenses. Reimbursement of Expenses will occur subject to approval of the Chief Financial Officer or designate. For certainty, no Expenses claims may be submitted in advance of the actual Expense being incurred.

MILEAGE ALLOWANCE

- 5 (1) A Director shall be paid mileage allowance for use of a vehicle as transportation at the current yearly posted reasonable per kilometre rate allowance by *Canadian Revenue Agency* (CRA) from their Normal Place of residence and return as follows:
 - (a) to and from meetings as defined in Section *Per Diem*;
 - (b) to the closest airport from which she/he can depart in the case of their being a Delegate; and
 - (c) in the case of a Delegate, to the place of the meeting should departure by air not be practical; or
 - (d) in the case of a Board or Committee Chair, for attendance at meetings he/she is required to attend by virtue of office.
- (2) Should Directors elect to travel together in an automobile, only one mileage allowance shall be payable per vehicle.
- (3) The District does not accept any liability under any circumstances for claims arising from the use of privately-owned vehicles.
- (4) The District shall not reimburse the Director for stand-by charges of their personal vehicle while she/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.
- (5) No additional allowances are payable for carrying passengers.
- (6) In addition to mileage allowance, a Director may claim Expenses incurred for ferry charges, bridge, road and tunnel tolls, as well as parking charges where parking is not free.
- (7) Unless approved by the Board, a Director who is not a member and who attends a meeting of the Committee will not be compensated. If the Board approves, a Director who is not a member and who attends a Committee meeting will be paid mileage only.

ACCOMMODATION EXPENSES

- 6 (1) Actual hotel room cost for single occupancy will be paid when travelling on Regional District business. Every effort should be made to obtain accommodation at the government rate. Where the travel requires overnight stay and the individual chooses to stay with friends or relatives rather than hotel accommodation, the rate shown in Schedule A is applicable and permitted to be expensed.

- (2) Overnight Accommodation is approved for Directors attending an authorized Regional District meeting who would otherwise have to:
 - (a) begin travel before 7:00 a.m.;
 - (b) end travel after 11:00 p.m.;
 - (c) travel in hazardous weather; or
 - (d) for unforeseen circumstances as approved by the Board Chair;
- (3) The reason for the overnight stay must be noted on the Director's expense form.

PER DIEM EXPENSES

- 7** (1) A Director shall receive reimbursement at the Per Diem rate for each 24 hours period he/she attends meetings on behalf of the Board. The Per Diem is intended to compensate Directors for all meal and incidental Expenses incurred while representing the RDCK and are shown in Schedule A to this bylaw.
- (2) Whenever Directors attend meetings or conferences, the Delegate Director shall not be eligible for meal allowances for those meals which the RDCK has paid an additional amount.
- (3) Meals and incidentals charged to hotel accommodation shall be recovered from Directors. Directors must claim the applicable Per Diem.
- (4) Only one Per Diem shall be paid for each 24 hour period and should the 24 hour period be exceeded, a claim for the additional applicable meal or meals allowance, may be submitted by the Director.

EXTRAORDINARY EXPENSES

- 8** Extraordinary Expenses which are in excess of the amounts available in this bylaw shall be accounted for on the Expenses Director's claim form, accompanied by receipts and details of the circumstances. Such a claim will be paid only upon resolution adopted by the Board.

HOME OFFICE EXPENSES

- 9** Directors are expected to maintain a home office and Expenses involved in maintaining their home office are non-reimbursable by the RDCK. Directors may be able to claim some non-reimbursable Expenses for income tax purposes in accordance with the Income Tax Act.

CHILD CARE EXPENSES

- 10** (1) A Director shall received reimbursement for child care expenses through an allowance of \$80 per month in order to facilitate the attendance of a Director at in-person meetings.

PARENTAL LEAVE

- 11 (1) A Director shall be provided leave from their positions as Director for the purpose of parental leave for a period of up to six (6) months, with continued payment of their regular stipend.
- (2) Section 11 (1) parental leave does not apply to Alternate Directors.

CITATION

- 11 This Bylaw may be cited as **“Chair, Directors and Alternate Directors Remuneration Bylaw No. 2710, 2021.”**

REPEAL

- 12 **“Chair and Directors Remuneration Bylaw No. 1851, 2006”**, and amendments hereto, are hereby repealed.

READ A FIRST TIME this 9th day of December, 2021.

READ A SECOND TIME this 9th day of December, 2021.

READ A THIRD TIME this 9th day of December, 2021.

ADOPTED by an affirmative vote of at least 2/3 of the votes cast this 9th day of December, 2021.

Aimee Watson, Board Chair

Michael Morrison, Corporate Officer

SCHEDULE A – RATES AND PAYMENT AMOUNTS FOR DIRECTOR REMUNERATION

	POSITION	FREQUENCY	2021 - RATES
Monthly Stipend	Municipal Director	Monthly	\$1,341/month
Monthly Stipend	Rural Director	Monthly	\$3,457/month
Monthly Stipend	Board Chair	Monthly	\$3,352/month
Monthly Stipend	Vice Chair of the Board	Monthly	\$670/month
Monthly Stipend	Chair of the Rural Affairs Committee	Monthly	\$795/month
Monthly Stipend	Chair of East, Central and West Resource Recovery Committee	Monthly	\$397/month
Monthly Stipend	Chair of the Standing Committee (Other than RR)	Monthly	\$286/month
Attendance at Board Meetings	Alternate Director	Per Meeting	\$422/meeting
Attendance at Other Meetings	Directors & Alternates	Per Meeting	\$191/meeting
Attendance at Resource Recovery Meetings	Director & Alternates	Per Meeting	\$265/meeting
Attendance at special Board meetings	Directors & Alternates	Per Meeting	\$422/meeting
Meals not included with the stipend meeting amount	Directors & Alternates	Daily Maximum	\$75/day B \$15/L \$25/D \$35
Registration fees for workshops and conferences	Directors & Alternates	As Required	Attendance to be approved by the Board
Travel: Accommodation with friends or family	Directors & Alternates	Daily Maximum	\$25/day