

CENTRAL COAST REGIONAL DISTRICT

BYLAW NO. 477, 2017

CCRD BOARD REMUNERATION AND EXPENSES BYLAW

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Being a bylaw to establish remuneration and provide for reimbursement of expenses for the CCRD board of directors.

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WHEREAS the **Board of Directors of the Central Coast Regional District is authorised by 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 annual 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:

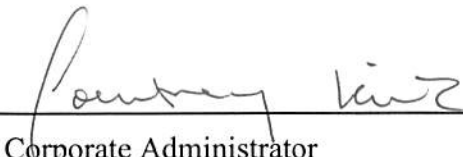
1. Bylaw 442 cited as the "CCRD Remuneration and Expenses Bylaw No. 442, 2014" is hereby repealed.
2. Remuneration shall be paid and expenses reimbursed to members of the Regional Board consistent with Schedule 'A' attached hereto and forming part of this bylaw;
3. This bylaw may be cited as "CCRD Board Remuneration and Expenses Bylaw No. 477, 2017".

READ A FIRST and SECOND time this 12th day of October, 2017.

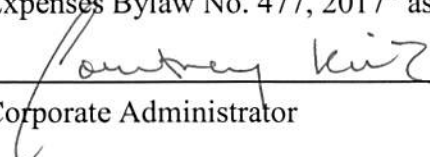
READ A THIRD time this 9<sup>th</sup> day of November, 2017

ADOPTED this 14th day of December, 2017

  
Chair

  
Corporate Administrator

"Certified a true copy of Bylaw No. 477, 2017 cited as the "CCRD Board Remuneration and Expenses Bylaw No. 477, 2017" as adopted on December 14, 2017."

  
Corporate Administrator

CENTRAL COAST REGIONAL DISTRICT

BYLAW NO. 477  
CCRD BOARD REMUNERATION AND EXPENSES BYLAW  
SCHEDULE 'A'

**1. BOARD MEMBER REMUNERATION:**

- a) Monthly Allowance: Chair.....\$600  
CCRHD Chair ..... \$75
- b) Board Meeting Stipend: Vice Chair (when acting as Chair)..... \$450  
Director (or alternate director)..... \$400
- c) Local Work Assignments for which a prior consensus of the Board has been reached:  
Per hour..... \$36

It is the responsibility of individual directors to report local work assignments to the Chief Administrative Officer for reporting to the board of directors.

- d) Attendance at Conventions (AVICC, UBCM, etc): Per Day..... \$250  
(for which a prior consensus of the Board has been reached)
- e) Out of Town Representation: Per Day..... \$250
- f) Travel for Out of Town Representation: Per Half Day..... \$125  
Per Full Day..... \$250

**2. REIMBURSEMENT FOR EXPENSES:**

- a) 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.
- b) 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.
- c) The daily allowance for meals includes \$22 for breakfast, \$27 for lunch and \$40 for the evening meal provided such meals have not been provided as part of a convention or other event. Where meals are provided, there is no reimbursement if the director chooses to eat elsewhere. For full days, directors may claim a per diem of \$100 which includes all meals plus \$11 for incidentals.

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. For clarity, meals for Electoral Area Directors for areas A and B will be paid at actual costs by the regional district when they are in Bella Coola on regional district business.

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

- d) 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 Administrative 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.

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.

- e) For attendance at conventions, if requested, an advance may be made.
- f) Alternate directors will not be compensated for travel incurred within the electoral areas and within the regional district.
- g) The sum of \$300.00 will be paid to each director annually, in May, in recognition of costs associated with paper and printer supplies.
- h) The sum of \$50 per month will be paid to each director in recognition of the costs associated with personal cellular phone and internet use.
- i) The sum of \$75 per month will be paid to the Chair in recognition of the costs associated with personal cellular phone and internet use.
- j) A child care subsidy, to a maximum of \$50 per board meeting will be provided to directors in recognition of child care costs incurred for attendance at regular board meeting, if applicable.
- k) 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.

For clarity, directors are paid the following items on board meeting day and signed expense vouchers are not required for reimbursement:

- i. 1(a) Board meeting stipend and monthly allowances;
- ii. 2(f) costs associated with paper and printing supplies;
- iii. 2(g) the directors' cellular phone and internet allowance;
- iv. 2(h) the Chair's cellular phone and internet allowance.