



CENTRAL COAST REGIONAL DISTRICT

DATE: November 6, 2014

TO: Board Chair Reginald Moody and Board Members

FROM: Wendy Kingsley

SUBJECT: Bylaw 442, Board Remuneration and Expenses Bylaw

RECOMMENDATION that Bylaw 442, Board Remuneration and Expenses Bylaw be read a first, second and third time.

BACKGROUND: Bylaw 433 Board Remuneration and Expenses Bylaw was adopted at the October 9th, 2014 board meeting. After further review of Schedule 'A' under section 2 b) Reimbursement For Expenses, paragraph 3 second sentence, was found to contradict the second paragraph in this same section. It was therefore felt that Bylaw 433 should be rescinded in favour of a new bylaw, Bylaw 442, Board Remuneration and Expenses Bylaw

Respectfully submitted

Board Meeting
 NOV 13 2014
 CCRD ITEM E(a)

CENTRAL COAST REGIONAL DISTRICT

BYLAW NO. 442, 2014

CCRD BOARD REMUNERATION AND EXPENSES BYLAW

Being a bylaw to rescind and replace the CCRD Remuneration and Expenses Bylaw No. 433, 2014;

WHEREAS the Board of Directors of the Central Coast Regional District is authorised by section 794 of the Local Government Act and section 122 of the Community Charter to exercise powers by bylaw or resolution, and accordingly have determined 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 Bylaw 433 cited as the "CCRD Remuneration and Expenses Bylaw No. 433, 2014" is hereby rescinded.
2. Remuneration shall be paid 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. 442, 2014".

READ A FIRST, SECOND AND THIRD time this 13th day of November, 2014.

ADOPTED this ___ day of _____, 2014

Chair

Corporate Administrator

"Certified a true copy of Bylaw No. 442, 2014 cited as the "CCRD Board Remuneration and Expenses Bylaw No. 442, 2014" as adopted on _____."

Corporate Administrator

CENTRAL COAST REGIONAL DISTRICT
BYLAW NO. 442
CCRD BOARD REMUNERATION AND EXPENSES BYLAW
SCHEDULE 'A'

1. BOARD MEMBER REMUNERATION:

- a) Monthly Allowance: Chair.....\$400.00
 CCRHD Chair\$75.00

- b) Board Meeting Stipend: Vice Chair (when acting as Chair).....\$350.00
 Director (or alternate director).....\$300.00

- c) Local Work Assignments (beyond regular Board meetings and Commission, Committee
 or Society meetings, and for which a prior consensus of the Board has been reached):
 Half Day (the definition of half day is at the discretion of the Board)\$ 75.00
 Full Day (the definition of full day is at the discretion of the Board)\$150.00

- d) Attendance at Conventions (AVICC, UBCM, etc): Per Day.....\$200.00

- e) Out of Town Representation: Per Day.....\$200.00

- f) Travel for Out of Town Representation: Per Half Day.....\$100.00
 Per Full Day.....\$200.00

2. REIMBURSEMENT FOR EXPENSES:

- a) All reasonable expenses incurred for travel and accommodation shall be reimbursed as per receipts submitted.

- b) The daily allowance for meals includes \$15.00 for breakfast, \$18.00 for lunch and \$25.00 for the evening meal.

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. (There will be no reimbursement for alcoholic beverages).

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

- c) Notwithstanding Section 1, automobile travel outside the regional district for out of town representation shall be reimbursed as per Canada Revenue Agency's Automobile Allowance Rates.

The amount compensated for automobile travel 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.

- d) For attendance at conventions, if requested, an advance may be made.
- e) Notwithstanding the provisions herein, in recognition of the travel incurred within the electoral areas and within the regional district on regional district business, the Directors for Electoral Areas B, C, D and E shall be paid \$100.00 per month. The Director for Electoral Area A shall be paid \$150.00 per month in recognition of larger area within Area A to be covered when undertaking electoral area regional district business.

Alternate directors will not be compensated for travel incurred within the electoral areas and within the regional district.

- f) The sum of \$300.00 will be paid to each director annually, in May, in recognition of costs associated with paper and printer supplies.
- g) The sum of \$25.00 per month will be paid to each director in recognition of the costs associated with personal cellular phone use.
- h) The sum of \$50.00 per month will be paid to the Chair in recognition of the costs associated with personal cellular phone use.
- i) 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;
- ii. 2(e) travel within the regional district;
- iii. 2(f) costs associated with paper and printing supplies;
- iv. 2(g) the directors' cellular phone allowance;
- v. 2(h) the Chair's cellular phone allowance.