



CENTRAL COAST REGIONAL DISTRICT

DATE: 18 August 2014

TO: Board Chair Reginald Moody and Board Members

FROM: Darla Blake, Chief Administrative Officer

SUBJECT: CCRD Board Remuneration and Expenses Bylaw No. 433, 2014

RECOMMENDATION

That Central Coast Regional District Board after discussion of the proposed CCRD Board Remuneration and Expenses Bylaw No. 433, 2014 hereby:

Introduce for first reading CCRD Board Remuneration and Expenses Bylaw No. 433, 2014 as discussed, as a resolution stating:

“That Bylaw 433, cited as the CCRD Board Remuneration and Expenses Bylaw No. 433, 2014 be now introduced and read a first time”.

Second and third reading:

“That Bylaw 433, cited as the CCRD Board Remuneration and Expenses Bylaw No. 433, 2014 having been given due and detailed consideration by the Board be now read a second and third time”

Final adoption of this bylaw will be considered at the 9th October 2014 CCRD Board of Directors meeting.

STRATEGIC PLAN

Goal 4 – Organizational Capacity Development

Objective 5 – To complete a comprehensive policy development process

BACKGROUND

Administration has been requested by the CCRD Board to systematically go through all policy and bylaws to ensure they are current and still relevant. Where necessary, bylaws have been amended or new bylaws developed to accommodate changes and/or new requirements.



CONSULTATION

N/A

LEGISLATION /POLICY

Local Government Act, s794

Community Charter, s122

BUDGET/FINANCIAL IMPLICATIONS

Within current approved budget:	Yes
Requires further budget consideration	Yes

RISK MANAGEMENT

Administration has evaluated potential risks with the proposal and assessed these as negligible with no requirements for controls.

DISCUSSION

Review of previous Remuneration and Expenses Bylaws established a number of previous bylaws relating to remuneration and expenses, although amended have not necessarily been repealed. In order to avoid confusion keeping track of current bylaws, Administration requests that previous Remuneration and Expenses Bylaws No 366, 392, and 399 all be repealed as a matter of housekeeping.

Remuneration and Expenses Amendment Bylaw No. 408, 2011 will also be repealed with the endorsement and final approval of proposed CCRD Remuneration and Expenses Bylaw No. 433, 2014.

Changes in the new Bylaw 433, 2014 CCRD Board Remuneration and Expenses will appear in bold print.

The first paragraph has been changed from the previous bylaw to remove any reference to Section 788 of the Local Government Act, as this section was repealed in 2000. The power to exercise payment of remuneration and expenses is authorized by section 794 of the *Local Government Act* and section 122 of the *Community Charter*.

Schedule "A":**1. Board Member Remunerations**

On review of the current Board Member Remunerations within Remuneration and Expenses Amendment Bylaw 408, 2011, it is noted there have been no changes to remunerations since 2008. Administration has not recommended any changes.

1 (a) Bold print changes indicate the acknowledgement of CCRHD Chair, showing the

amount paid as N/A. This is because generally speaking the CCRHD meetings are infrequent and when held are generally only for a few minutes.

1(c) note the inclusion of the statement regarding what constitutes a half day and full day will be at the discretion of the Board.

2. Reimbursement for Expenses

2 (b) Daily Allowance for meals

In order to claim a meal allowance expense, 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. Reimbursement may be made if a meal was purchased and supporting receipts are provided.

These statements have been included to provide clarity on what is eligible for reimbursement and what is not.

2(c) Automobile Travel Expenses Proposed Rate Change

The proposed CCRD Board Remuneration and Expenses Bylaw No. 433, 2014 has been changed, with future rates for reimbursement being linked to the Canada Revenue Agency's Automobile Allowance Rate.

Note: The automobile travel rate as at 2013 is: \$0.54 per kilometer for the first 500km driven and \$0.48 per kilometer driven thereafter. The current rate is \$0.45 per kilometer, has not changed since 2008.

2(e) includes a new recommendation to the Board, to approve an increase from \$100.00 per month to \$150 per month to the Electoral Area A Director for the allowance for travel incurred within the electoral areas and with the regional district on regional district business. This is in recognition of the much larger area the Director must cover to undertake electoral area regional district business.

Reimbursement for travel within the a director's electoral areas and within the regional district on regional district business for Electoral Area Directors in Areas B, C, D and E will remain unchanged at \$100.00 per month.

CONCLUSION

Review of previous Remuneration and Expenses Bylaws identified a number of bylaws, which when amended with new bylaws had not been repealed. Administration are requesting Remuneration and Expenses Bylaws No 366, 392, 399, and 408 all be repealed as a matter of housekeeping.

Should the Board decide to consider for adoption proposed Remuneration and Expenses Bylaw 433, 2014 the first, second and third readings will be undertaken at this meeting, with final consideration and adoption at the Board's 9th October 2014 meeting.

For ease of identification, changes included in the proposed Board Remuneration and Expenses Bylaw have been identified in bold text.

Administration therefore recommends to the CCRD Board of Directors:

That Central Coast Regional District Board after discussion of the proposed CCRD Remuneration and Expenses Bylaw No. 433, 2014 hereby:

Introduce for first reading CCRD Remuneration and Expenses Bylaw No. 433, 2014 as discussed, as a resolution stating:

"That Bylaw 433, cited as the CCRD Remuneration and Expenses Bylaw No. 433, 2014 be now introduced and read a first time".

Second and third reading:

"That Bylaw 433, cited as the CCRD Remuneration and Expenses Bylaw No. 433, 2014 having been given due and detailed consideration by the Board be now read a second and third time"

Final adoption of this bylaw will be considered at the 9th October 2014 CCRD Board of Directors meeting.

Respectfully submitted



Darla Blake
Chief Administrative Officer

CENTRAL COAST REGIONAL DISTRICT

BYLAW NO. 433, 2014

CCRD BOARD REMUNERATION AND EXPENSES BYLAW

Being a bylaw to repeal the CCRD Remuneration and Expenses Amendment Bylaw No. 408, 2011; Remuneration and Expenses Amendment Bylaw 399, 2009; Remuneration and Expenses Bylaw 392, 2008; and Remuneration and Expenses Bylaw No. 366, 2004.

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 408 cited as the "CCRD Remuneration and Expenses Amendment Bylaw No. 408, 2011" is hereby repealed; Bylaw 399 cited as "CCRD Remuneration and Expenses Amendment Bylaw 399, 2009" is hereby repealed; Bylaw 392, cited as "CCRD Remuneration and Expenses Bylaw 392, 2008" is hereby repealed; and Bylaw 366 cited as "CCRD Remuneration and Expenses Bylaw No. 366, 2004" is hereby repealed.
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. 433, 2014".

READ A FIRST, SECOND AND THIRD time this ____ day of _____ 2014.

ADOPTED this _____ day of _____

Chair

Corporate Administrator

"Certified a true copy of Bylaw No. 433, 2014 cited as the "CCRD Board Remuneration and Expenses Bylaw No. 433, 2014" as adopted on _____."

Corporate Administrator

CENTRAL COAST REGIONAL DISTRICT
BYLAW NO. 433
CCRD BOARD REMUNERATION AND EXPENSES BYLAW
SCHEDULE 'A'

1. BOARD MEMBER REMUNERATION:

- | | | |
|---|--|-----------------|
| a) Monthly Allowance: | Chair..... | \$350.00 |
| | CCRHD Chair | N/A |
| 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 allow, 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. Reimbursement may be made if a meal was purchased and supporting receipts are provided. (Note Canada Revenue Agency requires that supporting documentation be made available on request).

- 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.