WHEREAS Section 780 of the Municipal Act provides that a Board may by bylaw, provide for the remuneration, expenses and benefits of directors and committee members;

NOW THEREFORE, the Board of the Regional District of Nanaimo, in open meeting assembled, enacts as follows:

1. This bylaw may be cited for all purposes as "Regional District of Nanaimo Board and Committee Member Remuneration, Expenses and Benefits Bylaw No. 1078, 1997".

2. In this bylaw unless the context otherwise requires:

   "Act" means the Municipal Act.

   “Advisory Committee” means an Advisory Committee or Commission appointed by the Board, which includes at least one Board member, but does not include a Standing or Select Committee.

   "Director" means a person appointed or elected to the Board as a Director and includes the Chairperson and Vice Chairperson but does not include an Alternate Director.

   "Alternate Director" means a person appointed as an Alternate Director pursuant to the Municipal Act.

   "Commission" means a commission appointed by the Board under Section 176(1)(g) of the Local Government Act.

   “Committee Member” means a member of the public appointed by the Board to an Advisory Standing Committee or Commission as established by the Board, or to the Regional District of Nanaimo Board of Variance.

   “Local Interest Group” means an advocacy group which does not exist outside of the Regional District of Nanaimo, whose membership consists primarily of residents and/or property owners of the Regional District, whose primary purpose is to provide educational material and resources related to its establishing purposes, to residents of the District and which does not act as or provide any commercial or business activities on a regular basis.
"Public Information Meeting" means a meeting scheduled pursuant to the "Coordinated Public Consultation/Communication Framework 2000" Policy.

"Scheduled Standing Committee" means a liaison committee of one as identified in the "Regional District of Nanaimo Board Procedure Bylaw No. 1512, 2006".

"Select Committee" means a Select Committee appointed under Section 795 of the Local Government Act comprised solely of Board members.

"Standing Committee" means a Standing Committee appointed by the Chairperson under Section 795 of the Local Government Act comprised solely of Board members.

3. Directors elected or appointed to the Board do so with the understanding that they will participate fully in the business of the Board. The remuneration rates established in this bylaw reflect the work of an elected member and members are expected to attend all regularly scheduled meetings unless there are extenuating circumstances.

4. The remuneration for Directors is established according to Schedule 'A' to this bylaw. Remuneration rates are effective commencing the pay period following the annual inaugural Board meeting.

5. One third of all remuneration paid pursuant to Schedule ‘A’ shall be considered to be an allowance for expenses incidental to the discharge of the duties of office other than those described under Section 6 and 7 of this bylaw.

6. In addition to the remuneration paid in Schedule ‘A’, the following expenditures made or expenses incurred by a Director or Alternate Director when the Director or Alternate Director is representing the Regional District, engaged in Regional District business or attending a meeting, course or convention in connection with the business of the Regional District, will be paid by the Regional District, at cost, including applicable taxes, unless otherwise specified, for:

   (a) For transportation as described in Sections 6(b), (c), (g), (h) and (j), reimbursement will be only for the most direct and/or economical means of transportation.

   (b) Mileage accumulated on a Director’s or Alternate Director’s own motor vehicle at the rate prescribed in Schedule ‘B’, incurred for:

      (i) attendance at Regular or Special Board meetings.

      (ii) attendance at Standing or Select Committee meetings.

      (iii) attendance at seminars, conferences or conventions.

      (iv) attendance at Public Hearings held pursuant to Section 956 of the Act.
(v) attendance at Public Hearings called for by the Board for any other purpose.

(vi) Attendance at Public Information meetings called for by the Board for any purpose.

(vii) attendance at meetings outside of the members jurisdiction pursuant to a request from Regional District staff.

(viii) attendance at public meetings arranged by the AVICC, UBCM, LGMA or other levels of Government.

(ix) attendance at other meetings outside of the Director's electoral jurisdiction when appointed by the Board or the Board Chair to represent the Board.

but for greater clarity does not include:

mileage incurred within a Director's electoral or municipal area jurisdiction, including but not limited to neighbourhood association or residents association meetings or official ceremonies unless specifically authorized by the Board to attend the meeting on behalf of the Board.

(x) for Alternate Electoral Area Directors, reimbursement is provided for mileage accumulated on their own vehicle for attendance at meetings in the absence of the elected Director when staff are in attendance at the meeting.

(c) For the Chairperson, in addition to amounts reimbursed under 5(b), mileage accumulated on his/her own motor vehicle at the rate prescribed in Schedule 'B' for travel while representing the District or engaged in Regional District business.

(d) Accommodation for a Director or Alternate Director based on single occupancy, at a facility most convenient to the location of the seminar, convention or meeting.

(e) Accommodation for a Director or Alternate Director and their spouse/partner at a facility most convenient to the location of the annual UBCM and AVIM conventions.

(f) For the Director of Electoral Area 'B', where returning home on the same day from a Board or Standing or Select Committee meeting is not possible as a result of the duration of the meeting, accommodation based on single occupancy and breakfast at the rate prescribed in Schedule 'B'.
(g) Return airfare for trips based on single economy fare:

(i) for Electoral Area Directors or Alternate Electoral Area Directors to attend the Union of British Columbia Municipalities annual convention;

(ii) for the Chairperson and authorized Board members to attend the Federation of Canadian Municipalities annual convention;

(iii) for Directors or Alternate Directors, with prior Board approval, and in all cases for the Chairperson to travel to Victoria or the Lower Mainland for purposes related to Regional District business in addition to subparagraph (i);

(iv) for Directors and/or the Chairperson for purposes of urgent Regional District business and attendance at administrative, tribunal or court proceedings related to the Regional District.

(h) Ferry fares for vehicle and one driver or one foot passenger;

(i) Taxis or shuttle bus rides;

(j) Rental motor vehicles;

(k) Parking fees;

(l) Long distance telephone charges for calls on Regional District business.

(m) Meal allowances at the rates prescribed in Schedule 'B' will be paid to Directors and Alternate Directors while attending a meeting, a course or a convention as a representative of the Regional District, excluding the cost of any meal provided as part of the cost of registration to a meeting, convention or seminar;

(n) For meal expenses incurred by the Chairperson, not to exceed the rates prescribed in Schedule 'B' times the number of persons in attendance, or the actual expense, whichever is less;

(o) For meal expenses incurred by a Director or Alternate Director at the rate prescribed in Schedule 'B' where consecutive Board or Standing or Select Committee meetings make returning home for a meal impractical; and

(p) Registration fees for conventions/seminars will be paid for Directors or Alternate Directors only.
7. Where a Board member uses a personal vehicle to drive to an annual conference location to which there is scheduled air service the following shall be used to calculate the maximum payable to the Board member in lieu of air travel. The amount payable shall be the lesser of:

The actual cost for:

- Kilometers to/from event location x current mileage rate
- Car and driver ferry fare
- Hotel parking fees

or

- Single economy airfare based on 21 days advance booking
- Kilometers driven to/from departure airport x current mileage rates
- Airport parking fees at departure airport
- Estimated taxi fares to/from airport at event location.

8. Mileage or travel expenses including ferry expenses, incurred by a Committee member or Alternate Committee member while engaged in Regional District business related to the attendance at an Advisory Committee, Commission or Board of Variance meeting will be paid by the Regional District at cost, including applicable taxes, as provided for in Schedule ‘B’.

9. The provisions of Sections 6 and 7 shall be administered by the Manager of Accounting Services of the Regional District of Nanaimo who shall be responsible for the application of its provisions and the review and adjudication of expense claims submitted. In the event of a conflict of interpretation, the matter shall be referred to an Administrative Committee comprised of the Treasurer, the Chief Administrative Officer, and the Chairperson of the Board. Where this Committee is unable to resolve the conflict to the satisfaction of the Director, the matter shall be referred to the Board for adjudication.

10. (a) Directors and Alternate Directors are, subject to insurance carrier requirements, eligible for medical, extended health, dental and group life insurance benefits for themselves and their dependents on the same basis that the Regional District provides those benefits to its employees;

(b) The Regional District may obtain and pay the premiums for accident insurance coverage for Directors and Alternate Directors while on Regional District business;

(c) All premiums for insurance under Section 10 (a) shall be fully paid by Directors and Alternate Directors and not by the Regional District.
11. Bylaws 948, 948.01 and 948.02 are hereby repealed.

12. Schedules 'A' and 'B' are a part of and enforceable in the same manner as this bylaw.

Introduced and read three times this 11th day of February, 1997.

Adopted this 11th day of February, 1997.

___________________________________  _______________________________________
CHAIRPERSON                      SECRETARY
Schedule ‘A’ to accompany “Board and Committee Member Remuneration, Expenses and Benefits Amendment Bylaw No. 1078, 1997” (as amended by Bylaw 1078.07, 2011)

_________________________________
Chairperson

_________________________________
Sr. Mgr., Corporate Administration

SCHEDULE ‘A’

1. Remuneration rates effective commencing the pay period following the Inaugural Board Meeting in each year shall be as follows:

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<tbody>
<tr>
<td>All Directors</td>
<td>$11,855 plus CPI adjustment plus</td>
<td>Prior year plus CPI adjustment</td>
<td>Prior year plus CPI adjustment</td>
<td>Prior year plus CPI adjustment</td>
</tr>
<tr>
<td></td>
<td>$1,350</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chairperson – allowance</td>
<td>$19,500</td>
<td>Prior year plus CPI adjustment</td>
<td>Prior year plus CPI adjustment</td>
<td>Prior year plus CPI adjustment</td>
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(a) The base remuneration shall cover up to four regularly scheduled Board or Committee meetings, Ideas and Updates meetings and up to one additional informational seminar per month.

Note: CPI shall be based on the British Columbia Consumer Price Index as published at November 30th each year.
2. In addition to the remuneration rates shown at (1) above, there shall be paid the following rates:

- **Vice Chairperson of the Board**: $160 per meeting when acting as Chairperson of the Board
- **Committee Chairperson (Standing, Select, Advisory, Public Hearing or Public Information Meeting)**: $110 per meeting chaired
- **Committee Vice Chairperson (has the same meaning as Committee Chairperson)**: $85 per meeting chaired
- **Alternate Director**: $80 per meeting when attending in the regular Director’s place
- **Select Committees**: $70 per meeting attended
- **Scheduled Standing Committees**: $70 per meeting attended
- **Advisory Standing Committees**: $70 per meeting attended
- **Public Hearings**: $70 per meeting attended
- **Public Information Meeting**: $70 per meeting attended
- **Other meetings**: $70 per meeting for Directors appointed by the Board or the Chairperson to represent the Regional District at other Regional District business meetings

   (a) Where a Committee meeting, Public Hearing, Public Information meeting or Other Business meeting, exceeds half a day or four hours in length, the per diem shall be $110.

   (b) The Chair and/or a Director designated by the Chair shall receive a meeting per diem of $110 when attending meetings with senior levels of government or when representing the Regional District at locations outside of the Regional District unless otherwise remunerated as a representative of another organization attending the meeting.

   (c) Meeting per diems shall be paid for sub-committee work only where the committee appointment is to an organization constituted under Provincial legislation or is directly related to the Regional District’s service responsibilities.

3. The rates above shall be reviewed by a Committee appointed by the Board in the year of Local Government elections and any changes shall be effective from the pay period following the December inaugural Board meeting of that year.
SCHEDULE ‘B’

1. Meal Expenses

   a) Breakfast to a maximum of $15.00 without a receipt
   b) Lunch to a maximum of $20.00 without a receipt
   c) Dinner to a maximum of $30.00 without a receipt

   If a receipt is submitted, the actual cost will be reimbursed provided that:

   (i) The cost of the meal excluding taxes but not including a gratuity does not exceed the maximum cost under a), b) or c); and,

      (ii) The gratuity if any, does not exceed 15% of the total meal cost including taxes.

   d) Where travel occurs outside of Canada the meal expense maximums shall be converted at prevailing exchange rates.

   e) There will be no reimbursement for alcoholic beverages.

2. Overnight Travel

   An overnight per diem of $75 shall be paid to cover the costs of meals, gratuities and incidentals. This per diem shall be paid in lieu of the standard meal per diems above and receipts are not required.

3. Mileage

   The mileage rate will be amended on January 1 of each year by an adjustment equal to the consumer price index for Vancouver Island (or equivalent) as at November 30 of the prior year.

   Mileage rates will be reviewed in July each year for adjustments which may be warranted as a result of increased fuel costs over the preceding period.