

**REGIONAL DISTRICT OF NANAIMO BOARD REMUNERATION, EXPENSES AND BENEFITS BYLAW  
NO. 1770, 2017**

This copy is consolidated for convenience only and includes the following amendments:

<b>Bylaw Number</b>	<b>Adoption Date</b>
1770.01	March 27, 2018
1770.02	December 4, 2018
1770.03	September 6, 2022

Note: This Bylaw is consolidated for convenience only and is not to be construed as a legal document.

Consolidated: November, 2022

**REGIONAL DISTRICT OF NANAIMO**

**BYLAW NO. 1770**

*(Consolidated for convenience only up to and including .03)*

**A BYLAW TO AUTHORIZE THE PAYMENT OF  
REMUNERATION, EXPENSES AND BENEFITS TO  
DIRECTORS, ALTERNATE DIRECTORS  
AND COMMITTEE MEMBERS**

**WHEREAS** the *Local Government Act* provides that a Board may by bylaw, provide for the remuneration, expenses and benefits of directors;

**NOW THEREFORE**, the Board of the Regional District of Nanaimo enacts as follows:

1. This bylaw may be cited for all purposes as "Regional District of Nanaimo Board Remuneration, Expenses and Benefits Bylaw No. 1770, 2017".
2. In this bylaw unless the context otherwise requires:

**"Act"** means the *Local Government 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.

**"Alternate Director"** means a person appointed as an Alternate Director pursuant to the *Local Government Act*.

**"Commission"** means a commission appointed by the Board as provided by the *Local Government Act*.

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

**"Public Information Meeting"** means a meeting scheduled pursuant to provincial legislation.

**"Select Committee"** means a Select Committee comprised solely of Board members as provided by the *Local Government Act*.

**"Standing Committee"** means a Standing Committee appointed by the Chair comprised solely of Board members as provided by the *Local Government Act*.

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.

BL1770.02 5. 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 5(b), (c), (g), (h), (i) and (j), reimbursement will be only for the most direct and/or economical means of transportation.

BL1770.01 (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 including those where the Director is not a member of the Committee.

(iii) attendance at Advisory Committee meetings.

(iv) attendance at Commission meetings.

(v) attendance at seminars, conferences or conventions.

(vi) attendance at Public Hearings held pursuant to the *Local Government Act*.

(vii) attendance at Public Hearings called for by the Board for any other purpose.

(viii) attendance at Public Information meetings called for by the Board for any purpose.

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

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

(xi) 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.

- (xii) 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 Chair, 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 at a facility convenient to the location of the seminar, convention or meeting.
- (e) Accommodation for a Director or Alternate Director at a facility convenient to the location of the annual UBCM and AVICC 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 Chair 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 Chair 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 Chair 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 or public transit ticket fare;
- (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 Chair, 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.
6. 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            | plus |
| Car and driver ferry fare   | plus |
| Hotel parking fees  |      |
| or  |      |
| Single economy airfare based on 21 days advance booking             | plus |
| Kilometers driven to/from departure airport x current mileage rates | plus |
| Airport parking fees at departure airport                           | plus |
| Estimated taxi fares to/from airport at event location.             |      |
7. 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'.
8. The provisions of Sections 5 and 6 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 a committee comprised of the Treasurer, the Chief Administrative Officer, and the Chair 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.
9. (a) Directors and Electoral Area 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 9 (a) for a Director shall be paid by the Director and not by the Regional District. All premiums under Section 9(a) for an Electoral Area Director shall be paid by the Regional District.
10. Bylaws 1317 and 1078 are hereby repealed effective January 1, 2018.
  11. This Bylaw takes effect January 1, 2018.
  12. Schedules 'A' and 'B' are a part of and enforceable in the same manner as this bylaw.

Introduced and read three times this 12th day of December, 2017.

Adopted this 12th day of December, 2017.

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Chair

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Corporate Officer

**SCHEDULE 'A'**

1. Base remuneration rates effective commencing as indicated:

	January 1, 2022 (Existing)	November 8, 2022	January 1, 2024	January 1, 2025	January 1, 2026
All Directors <i>(Base Rate)</i>	\$19,711	\$22,000 plus CPI adjustment	Prior year plus CPI adjustment	Prior year plus CPI adjustment	Prior year plus CPI adjustment
Electoral Area Directors <i>(Additional Allowance Above the Base Rate)</i>	\$19,711	\$22,000 plus CPI adjustment	Prior year plus CPI adjustment	Prior year plus CPI adjustment	Prior year plus CPI adjustment
Chair <i>(Additional Allowance Above the Base Rate)</i>	\$58,143	\$58,143 (Municipal) or \$80,143 (Electoral Areas) plus CPI adjustment	Prior year plus CPI adjustment	Prior year plus CPI adjustment	Prior year plus CPI adjustment

(a) The base remuneration shall cover up to four Board or Committee of the Whole meetings per month.

Note: CPI shall be based on the British Columbia Consumer Price Index as published at November 30th each year except for Base remuneration rates that are effective November 8, 2022, which will be based on the latest published rates available.

(b) An overall review of Board remuneration shall be conducted in the third year of each term.

2. In addition to the remuneration rates shown at (1) above, except for the Regional Chair, the following rates shall be paid:

Vice Chair of the Board \$210 per meeting when acting as Chair of the Board

Committee Chair \$210 per meeting chaired  
(Standing, Select, Advisory, Public Hearing or Public Information Meeting)

Alternate Director \$150 per meeting when attending in the regular Director's place

Select Committees \$150 per meeting attended

Scheduled Standing Committees \$150 per meeting attended

Advisory Standing Committees \$150 per meeting attended

Public Hearings	\$150 per meeting attended
Public Information Meeting	\$150 per meeting attended
Other Business Meetings	\$150 per meeting for Directors appointed by the Board or the Chair to represent the Regional District at other Regional District business meetings

- (a) Where a Board meeting, Committee meeting, Public Hearing, Public Information meeting or Other Business meeting, exceeds four hours in length, an additional stipend of \$60 will be paid.
- (b) A Director designated by the Chair shall receive a meeting per diem of \$210 when attending meetings with senior levels of government or when representing the Regional District at meetings at locations outside of the Regional District unless otherwise remunerated as a representative of another organization attending the meeting.

To maintain current accounting records that support accurate public reporting, monthly claims *should* be submitted within thirty (30) *calendar days* of the month in which the meetings occurred.

No claim for a previous year will be paid if submitted after January 31<sup>st</sup> of the following year unless authorized by a Board resolution.



**SCHEDULE 'B'****1. Meal Expenses**

- a) Breakfast to a maximum of \$20.00 without a receipt
- b) Lunch to a maximum of \$25.00 without a receipt
- c) Dinner to a maximum of \$40.00 without a receipt

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

- (i) The cost of the meal excluding taxes and excluding 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 the lessor of:

- an adjustment equal to the consumer price index for British Columbia as at November 30 of the prior year, or
- the maximum reasonable per kilometre rate published by Canada Revenue Agency for the effective year.

**4. Private Dwelling**

Directors who arrange for private accommodation may claim an allowance of \$40 per night in lieu of commercial accommodation reimbursement. No receipts are required.