

## **COLUMBIA SHUSWAP REGIONAL DISTRICT**

### **BYLAW NO. 5786**

A bylaw to provide for payment of remuneration to Directors and Alternate Directors

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WHEREAS the Board of the Columbia Shuswap Regional District wishes to provide for the payment of remuneration to the Directors and Alternate Directors and for reimbursement for reasonable expenses incurred in connection with attendance at meetings of the Board, committee meetings or business of the Regional District specifically authorized by the Board;

NOW THEREFORE in an open meeting assembled, the Board of Directors of the Columbia Shuswap Regional District enacts as follows:

#### **REPEAL:**

1. Bylaw No. 5510, cited as "Directors Remuneration Bylaw No. 5510", and amendments thereto, are hereby repealed on December 31, 2018.

#### **PRINCIPLES:**

2. Directors' remuneration shall be structured as follows:
  - a) to ensure fair and reasonable compensation for elected officials in recognition of workload and time requirements;
  - b) to provide reasonable incentive to attract and retain quality individuals for these positions; and
  - c) to ensure fiscal responsibility and ensure optimization of taxpayer dollars.

#### **DEFINITIONS:**

3. Key definitions in this Bylaw:
  - a) "Conducting local business" means all meetings that are a result of electoral area business including but not limited to meetings with area constituents and community associations, public appearances, meetings with Regional District staff related to area business and other duties in office.
  - b) "Consumer Price Index increase" means the British Columbia, All-Items CPI year-over-year percentage change, as reported by Statistics Canada.
  - c) "Core meeting" means meetings required for those Regional District Committees and Commissions to which Directors are appointed by Board Resolution.

- d) "Discretionary meeting" means all other meetings, conferences and workshops relating to CSRD business not covered elsewhere in this Bylaw.
- e) "Public Hearing" means a meeting on planning and land use bylaws that are required as per the *Local Government Act*.
- f) "Regularly scheduled meeting" means the twelve (12) Regular Board meetings, two (2) Budget/Committee of the Whole meetings and up to four (4) Electoral Area Director Committee meetings held each year.
- g) "Special meeting" means a duly convened meeting of the Board of Directors other than a regular meeting and includes additional unscheduled Committee of the Whole meetings, Board orientation meetings and strategic planning sessions.
- h) "Specified conferences" means Union of BC Municipalities (UBCM), Southern Interior Local Government Association (SILGA), Association of Kootenay and Boundary Local Governments (AKBLG), Local Government Leadership Academy (LGLA) annual conferences and Federation of Canadian Municipalities (FCM).

#### **DIRECTOR STIPEND:**

##### **4. Electoral Area Directors:**

Electoral Area Directors will be paid an annual base stipend that includes:

- i. a portion (\$17,800) that is for conducting local business in the area; and
- ii. a portion (\$5,200) that is for attending the regularly scheduled meetings. The Electoral Area Director per meeting rate for Regular Board, Budget/Committee of the Whole and Electoral Area Director meetings is \$270.

If an Electoral Area Director does not attend a regularly scheduled meeting under section 4 (ii) above, \$270 will be deducted from the Director's base stipend.

##### **5. Municipal Directors:**

Municipal Directors will be paid an annual base stipend that includes:

- i. a portion (\$12,000) that is for representing the municipality on the Regional District Board; and,
- ii. a portion (\$3,000) that is for attending the regularly scheduled meetings (excludes Electoral Area Director Committee meetings). The Municipal Director per meeting rate for Regular Board and Budget/Committee of the Whole meetings is \$215.

If a Municipal Director does not attend a regularly scheduled meeting under section 5 (ii) above, \$215 will be deducted from the Director's base stipend.

6. Special Meetings:

In the event of additional special meetings scheduled by the Board on a day other than a regularly scheduled meeting, the meeting rate for all Directors will be \$270 per day in addition to the annual base stipend noted in sections 4 and 5 above.

7. Board Chair:

An annual stipend of \$22,000 will be paid to the Board Chair in addition to the annual base stipend noted in sections 4 and 5 above.

8. Board Vice-Chair:

An annual stipend of \$3,200 will be paid to the Board Vice-Chair in addition to the annual base stipend noted in sections 4 and 5 above.

9. Core Meetings:

Core meetings shall be paid a meeting rate of \$110 per meeting not to exceed \$220 per day. Meeting agendas must be submitted in support of payment.

10. Public Hearings:

Directors who are delegated to attend Public Hearings in their area are entitled to a meeting fee of \$50 per public hearing. Payment for Directors attending a public hearing outside of their electoral area is subject to the approval of the Chair.

11. Specified Conferences:

A conference day rate of \$215 shall be paid to Directors attending specified conferences on behalf of the CSRD, and two (2) travel days shall be paid at the conference day rate.

Attendance at the Federation of Canadian Municipalities (FCM) Conference shall be limited to the Chair of the Board plus three electoral area directors annually.

12. Discretionary Meetings/Conferences:

Directors shall be paid a per meeting rate to attend discretionary meetings on behalf of the CSRD. Meetings and workshops will be paid one (1) meeting per day at a rate of \$110. Attending unspecified conferences will be paid one (1) conference day rate of \$215 per day.

Discretionary meetings and conferences within this annual allowance will not require Board Chair approval or Board resolution.

The maximum annual allowances for discretionary meetings/conferences are as follows:

Electoral Area Director	\$1,650
Municipal Director	\$550

13. Executive Appointments:

Appointments to the Board of UBCM or FCM, when ratified by the CSRD Board of Directors shall be paid a conference day rate of \$215 per day and two (2) travel days shall be paid at the conference day rate.

14. Alternate Directors:

Alternate Directors will be paid the meeting rate for attending in place of an absent regular Director in accordance with the type of meeting attended.

Where an Alternate Director attends a portion of a regularly scheduled meeting which the regular Director also attends but wishes to recuse him/herself for a portion of the meeting, the Alternate Director shall be paid \$50.

Alternate Directors, in addition to attending during a Director's absence, will be entitled to attend two (2) additional meetings per year with pay at their discretion. The pay shall be in accordance with the type of meeting attended.

**TRAVEL REMUNERATION:**

15. Directors and Alternate Directors will be paid for travel time to and from regularly scheduled meetings, special meetings and core meetings by way of compensation at the rate of \$0.20 per kilometer between home and the location of the meeting.
16. All reasonable travel and other expenses, including expenses where remuneration is provided within this Bylaw, incurred by Directors or Alternate Directors in the conducting of Regional District business shall be reimbursed upon the submission of expense vouchers and in accordance with the CSRD Travel and Expense Reimbursement Policy and Policy F-7 Meterage.

**OTHER CONSIDERATIONS:**

17. Effective January 1, 2020 and each January 1st thereafter, all remuneration amounts contained in this Bylaw will be adjusted to the nearest dollar to reflect the annual Consumer Price Index increase (if applicable). No adjustment will be made to decrease remuneration rates in a year when the CPI percentage change is negative.
18. In this bylaw, unless the context otherwise requires, the singular includes the plural.
19. The use of headings for parts and sections is for convenience of reference only and is not to affect the interpretation of this Bylaw.
20. This bylaw shall be reviewed by a Committee appointed by the Board six (6) months prior to a general Local Government Election.

**FORCE and EFFECT**

21. This bylaw takes effect on January 1, 2019.

**CITATION**

22. This bylaw may be cited as "Director Remuneration Bylaw No. 5786".

READ a first time this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

READ a second time this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

READ a third time this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

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CHAIR

CERTIFIED a true copy of  
Bylaw No. 5786 as read a third time.

CERTIFIED a true copy of  
Bylaw No. 5786 as adopted.

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Deputy Manager of Corporate  
Administration Services

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Administration Services