

# **Bylaw No. 2621, 2013**

## **Regional District of Okanagan-Similkameen**

### **Board Remuneration, Expenses and Benefits**

#### **Bylaw**

Consolidated for convenience purposes.  
Includes all amendments to the text up to:  
February 6, 2014

#### Summary of Amendments

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<b>Bylaw No.</b>	<b>Adopted</b>	<b>Amendment</b>	<b>Purpose</b>
2621.01, 2014	February 6, 2014	Replaced Alternate Director Remuneration table of Schedule A	Provision to enable each Electoral Area Director the discretion to compensate their Alternate Director for attendance at other meetings while the Alternate is conducting business on behalf of the Director.

## REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

### BYLAW NO. 2621, 2013

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A bylaw to provide for remuneration and expenses to Elected Officials of the Regional District of Okanagan-Similkameen.

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#### CITATION

1. This Bylaw may be cited for all purposes as the “**Board Remuneration, Expenses and Benefits Bylaw No. 2621, 2013**”

#### DEFINITIONS

2. In this Bylaw:

“**Committee**” means a standing, select or special Committee of the Regional Board and also means an appointment of a Director for representation to an outside committee whereby the Director does not receive remuneration or expenses from that committee.

“**Director**” means a Municipal Director or Electoral Area Director of the Board, and includes Alternate Directors when that Alternate Director has been delegated by the Director to act in the place of the Director for an event or a specified period of time.

“**Double Occupancy Rates**” means the rate charged when one or two individuals occupy a hotel or motel room. Additional persons would result in a higher rate charged.

#### REMUNERATION

3.
  - (a) There shall be provided in the annual budget an amount sufficient to pay remuneration to each of the Directors the amounts indicated on Schedule ‘A’ attached to and forming part of this bylaw.
  - (b) The annual remuneration listed in Schedule ‘A’ shall be increased each January 1 by the change in the Consumer Price Index for the Province of British Columbia. This amount shall be reviewed after each five years to ensure that the amount paid is reasonable in comparison to other Regional Districts in the Province of a similar size.
  - (c) One-third (1/3) of the annual remuneration listed in Schedule ‘A’ shall be considered as an allowance for expenses incidental to the discharge of the Director’s duties of

office and does not form a part of the expense allowances provided for in Section 4 of this bylaw.

## EXPENSES

4. (a) There shall be provided in the annual budget an amount sufficient to pay expenses to each of the Directors the amounts indicated in Schedule 'B' attached to and forming part of this bylaw.
- (b) Such amounts are payable only to reimburse each Director for expenses incurred when the Director is representing the Regional District, or engaging in Regional District business, or attending a meeting, course, seminar or convention, or attending a meeting of a committee of which the Director is a member.

## BENEFITS

5. (a) There shall be provided in the financial plan an amount sufficient to pay benefits, if applicable, on behalf of each of the Directors. The amounts are indicated on Schedule 'C' attached hereto and forming part of this bylaw.

## REPORTING

6. The remuneration, expenses and benefits paid to each member of the Board, by name, shall be reported annually in accordance with the *Local Government Act*.

## REPEAL

7. Bylaw No. 2542, 2012 is hereby repealed.
8. The decision of a court that a provision of this bylaw is invalid shall not affect the validity of the remainder of this bylaw.

READ A FIRST, SECOND AND THIRD TIME this 16<sup>th</sup> day of May, 2013.

ADOPTED BY AT LEAST 2/3 OF THE VOTE this 16<sup>th</sup> day of May, 2013.

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RDOS Chair

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Chief Administrative Officer

**SCHEDULE 'A'**

**DIRECTOR REMUNERATION**

**CPI at Dec 2012**

<b>DESCRIPTION</b>	<b>REMUNERATION</b>	<b>EXPENSE ALLOWANCE</b>	<b>TOTAL</b>
Municipal Director	\$325.75/month	\$162.63/month	\$488.38/month
Electoral Area Director	\$1,126.75/month	\$562.53/month	\$1,689.28/month
RDOS Chairperson	\$1,689.79/month	\$843.63/month	\$2,533.41 month <sup>1</sup>
RDOS Vice-Chair	\$309.72/month	\$153.73/month	\$461.65/month <sup>2</sup>
Attendance at Board Meetings	\$146.07/meeting	\$72.93/meeting	\$219.00/meeting
Attendance at Committee Meetings – same day as Board meeting	\$48.69/meeting	\$24.31/meeting	\$73.00/meeting <sup>3</sup>
Attendance at Committee Meetings – separate day from Board meeting	\$108.35/ mtg day	\$54.10/ mtg day	\$162.45/mtg day
Electronic Attendance at meetings	\$54.18/meeting day		\$54.18/meeting day

**ALTERNATE DIRECTOR REMUNERATION<sup>4</sup>**

<b>CLASSIFICATION</b>	<b>REMUNERATION</b>	<b>EXPENSE ALLOWANCE</b>	<b>TOTAL</b>
Attendance at Board Meetings (in place of Director)	\$146.07/meeting	\$72.93/meeting	\$219.00/meeting
Attendance at Committee Meetings – same day as Board meeting (in place of Director)	\$48.69/meeting	\$24.31/meeting	\$73.00/meeting <sup>5</sup>
Attendance at Committee Meetings – separate day from Board meeting (in place of Director)	\$108.35/ mtg day	\$54.10/ mtg day	\$162.45/mtg day
Attendance at Other Meetings (in place of Director)	\$108.35/ mtg day (pro-rated to time spent)	\$54.10/ mtg day	\$162.45/mtg day
Electronic Attendance at meetings - teleconference	\$54.18/meeting day		\$54.18/meeting day
Electoral Area Alternate Director	\$48.69/month	\$24.31/month	\$73.00/month

<sup>1</sup> The RDOS Chairperson, in addition, also receives the respective annual remuneration for being a Rural or Municipal Director.

<sup>2</sup> The Vice-Chairperson, in addition, also receives the respective annual remuneration for being a Rural or Municipal Director.

<sup>3</sup> The maximum remuneration for attendance at a full day of Board and Committee meetings is \$292.

<sup>4</sup> Bylaw No. 2621.01, 2014 Board Remuneration, Expenses and Benefits Amendment Bylaw

<sup>5</sup> The maximum remuneration for attendance at a full day of Board and Committee meetings is \$292.

## SCHEDULE 'B'

### DIRECTORS' EXPENSES

#### TRAVEL EXPENSES

1. (a) Travel throughout the Regional District by a Director to attend Board meetings, public hearings and other non-sanctioned meetings to fulfill the duties of an elected official will be reimbursed. Travel expenses will commence from the home or place of work (whichever is closer) of the director to the place of the meeting, and return.

A base is set at \$1.00 per liter of gas which equates to \$.048 per kilometer. All increases above \$1.00 will result in an increase of the kilometer rate by 20% of the increase

Regular Travel:            \$0.48 per kilometer

- (b) For other travel – travel by automobile will be reimbursed at the rate of \$0.48 per kilometer.

Actual expenses incurred will be reimbursed for travel by bus, train, ferry or air (economy class). Receipts are required. The Regional District will reimburse the lower transportation cost of airfare or vehicle. An analysis must be made to identify the most economical mode of transportation that will be reimbursed.

#### MEALS

2. (a) When travel requires over 24 hours absence from place of residence, a daily allowance in accordance with 2(b) will be paid to a Director. Partner or spouse's meals cannot be claimed. Alcoholic Beverages cannot be claimed.
- (b) When travel requires less than 24 hours absence from place of residence, meal expenses will be paid as follows:

	<u>Zone A</u>	<u>Zone B</u>	<u>Zone C</u>	<u>Zone D</u>
Breakfast:	\$20	\$20	\$15	\$15
Lunch:	\$30	\$30	\$25	\$20
Dinner:	\$41	\$51	\$36	\$31
Daily Allowance:	<u>\$91</u>	<u>\$101</u>	<u>\$76</u>	<u>\$66</u>

Zone A – Vancouver Island

Zone B – Lower Mainland – includes Whistler and meals outside BC and Canada

Zone C – Okanagan & Thompson Valley's

Zone D – All other BC

(c) Partial Day Travel Allowance

On the day of departure, if the travel status begins:

- After 7:00 a.m., breakfast cannot be claimed;
- After 12:00 noon, breakfast and lunch cannot be claimed;
- After 6:00 p.m., no meals can be claimed.

On the day of return, if a Director's travel status terminates:

- Prior to 7:00 a.m., no meals can be claimed;
- Prior to 12:00 noon, breakfast can be claimed;
- Prior to 6:00 p.m., breakfast and lunch can be claimed;
- After 6:00 p.m., all meals can be claimed.

\* *As meal expenses will be claimed on the Director Mileage and Claim form and reimbursed in accordance with the terms of Section 2 of this Schedule; the submission of receipts is not required. Should a Director not use the full amount of the daily allowance/partial day allowance, nothing precludes that individual from claiming a lesser amount by submitting receipts.*

**SEMINARS, COURSES, CONFERENCES AND MEETINGS**

3. Registration fees will be paid for single participation only. Receipts are required. If any meals are included with registration fee, they are to be deducted accordingly from the daily allowance/partial day allowance.

**ACCOMMODATION**

4. Expenses will be reimbursed based on double occupancy rates. Receipts are required. If a Director chooses not to stay at a hotel, a \$52 per day accommodation allowance may be claimed.

**TAXI EXPENSES, LONG DISTANCE TELEPHONE CALLS, PARKING, MISCELLANEOUS EXPENSES**

5. Reimbursement will be made for actual expenses incurred while performing duties for the Regional District. Receipts are required.

**MISCELLANEOUS EXPENSES**

6. Commemorative expenses and the postage, stationary and printing costs associated with providing newsletters to constituents while performing the duties of a rural area director within the Regional District shall be reimbursed from each Electoral Area's Directors administration budget.

## **SCHEDULE C**

### **DIRECTORS' BENEFITS**

1. Pursuant to the *Local Government Act*, the Regional Board may enter into agreements for benefits for all or some of its Directors and their dependents, including medical and dental services and insurance policies.

Benefits provided to a Director and their dependants shall terminate at the end of the month in which they cease to be a member of the Board.

### **ACCIDENT INSURANCE**

2. The Board may provide all or part of a premium required by an agreement under Section 1 of this Schedule for accident insurance coverage for Directors while on Regional District business.

### **MEDICAL AND DENTAL SERVICES**

3. The Board may provide medical and/or dental services by agreement noted in Section 1 of this Schedule, but must not pay all or part of the premium for this coverage. The Directors shall pay these premiums.

### **EXTENDED HEALTH BENEFITS**

4. The Board may provide extended health benefits by agreement noted in Section 1 of this Schedule, but must not pay all or part of the premium for this coverage. The Directors shall pay these premiums.

### **LIFE INSURANCE**

5. The Board may provide life insurance coverage by agreement noted in Section 1 of this Schedule, but must not pay all or part of the premium for this coverage. The Directors shall pay these premiums.

### **ACCIDENTAL DEATH AND DISMEMBERMENT**

6. The Board may provide accidental death and dismemberment coverage by agreement noted in Section 1 of this Schedule, but must not pay all or part of the premium for this coverage. The Directors shall pay these premiums.