



PEACE RIVER REGIONAL DISTRICT

Remuneration and Expense Bylaw No. 2354, 2019

Effective Date – January 9, 2020

CONSOLIDATED FOR CONVENIENCE ONLY

This is a consolidated bylaw. The amending bylaws have been combined with the original bylaw for convenience only and is not a legal document. Certified copies of the original bylaws should be consulted for all interpretations and applications of the bylaw on this subject.

Original Bylaw
Bylaw No. 2354

Date of Adoption
January 10, 2019

Amending Bylaw
Bylaw No. 2396
Bylaw No. 2503

January 9, 2020
December 9, 2022

diverse. vast. abundant.

**Peace River Regional District
Bylaw No. 2354, 2019**

A bylaw to provide for payment of remuneration and expenses to
the Chair, Vice-Chair, Directors, Alternate Directors, Appointed
Committee Members and Commissioners

WHEREAS the Local Government Act provides that the purposes of a Regional District include providing for stewardship of the public assets of its community, and the payment of remuneration and expenses to the Chair, Directors, Alternate Directors and Commissioners of a Regional District is considered necessary or desirable;

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

1. Definitions

- a) "**Act**" means the Local Government Act.
- b) "**Alternate Director**" is a person appointed as an Alternate Director pursuant to *the Local Government Act*.
- c) "**Authorized Meeting**" is a meeting which is identified in Schedule 'B' or by Regional Board resolution and for which an expense claim is permitted.
- d) "**CRA**" means Canada Revenue Agency.
- e) "**Director**" is 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.
- f) "**Incidental Expenses**" are reimbursable travel-related expenses not expressly dealt with elsewhere in this bylaw, such as: parking fees; hotel internet costs, fares for taxis, airport shuttle services, ferries, buses, toll booth fees, etc.
- g) "**Meals**" means food and non-alcoholic beverages consumed by Directors while attending an authorized meeting when the meal is not already provided by the Regional District.
- h) "**Meeting Day**" is defined as the amount of time a Director spends in meetings over the course of one calendar day and includes travel time to and from their home and the meeting place(s).
- i) "**Regional Board**" is the Peace River Regional District Board in its entirety and does not include standing committees or select committees of the Regional Board.
- j) "**Regional District**" is the Peace River Regional District.
- k) "**Remuneration**" is the annual indemnity paid to a Municipal Director, Electoral Area Director and Regional Board Chair and Vice-Chair.

2. Interpretation and Application

- a) The Peace River Regional District Finance Department will be responsible for ensuring that Directors' Remuneration and Expense Reports are consistent with this Bylaw.
- b) Any issues, discrepancies or conflict in the interpretation of the Bylaw shall be referred to the Regional Board Chair together with the Chief Administrative Officer, for review and adjudication. If the matter is not resolved to the satisfaction of the Director, the matter will be referred to the Regional Board.
- c) A review of the Remuneration and Expense Bylaw is to be conducted one year prior to each Local Government Election based on the best practices from the Union of BC Municipalities Council and Board Remuneration Guide by an independent task force.

3. Remuneration

- a) Annual remuneration shall be based on four Board member positions:
 - I. Regional District Board Chair
 - II. Regional District Vice-Chair
 - III. Municipal Board Director
 - IV. Electoral Area Board Director
 - b) A Board member may hold more than one position and shall be paid for all positions held.
 - c) The Regional District Board Chair shall be paid an annual indemnity of \$33,500.
 - d) The Regional District Board Vice-Chair shall be paid an annual indemnity of \$6,700 and shall be paid double the meeting fee when acting on behalf of the Regional District Board Chair.
 - e) Each Municipal Director shall be paid an annual indemnity of \$13,400.
 - f) Each Electoral Area Director shall be paid an annual indemnity of \$26,800, with \$13,400 charged regionally, and the remainder charged to the function of Legislative - Electoral Area.
 - g) The Electoral Area Directors shall be authorized to participate in the Regional District's Group Insurance package for Elected Officials with all associated costs charged to the function of Legislative - Electoral Area.
 - h) Unless otherwise specified, all expenses will be funded regionally.
 - i) Effective January 31, 2020, and each January 31st thereafter, the rates set out in Section 3 shall be increased based on the percentage of the British Columbia Consumer Price Index previous calendar year as reported by Statistics Canada to a maximum of 4%.
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4. Meeting Fees

- a) The Regional Board Chair, Directors, and Commissioners shall be eligible to claim meeting fees for each day of attendance at a Board authorized meeting, as per Schedule 'A' – Meeting Rates, which is attached to and forms part of this bylaw.
- b) Schedule 'B' – Eligible Meetings, which is attached to and forms part of this bylaw, specifies the types of meetings that are deemed 'authorized meetings'.
- c) Board authorized meetings and events are funded regionally.
- d) All meetings/events not listed in Schedule 'B' – Eligible Meetings, which a Director is requested by an outside agency to attend on behalf of the Regional Board, must go the Regional Board for authorization to attend.
- e) Meetings/events that a Director attends, representing the Regional District, without prior approval to do so, requires that the Director submit a report to the Regional Board requesting retroactive authorization to attend.
- f) Minutes of all meetings are to be done to record actions and follow-up, and are to be included in the Consent Calendar of the Board agenda. If there are no formal minutes available, the Director who attended the meeting must submit a report summarizing the meeting to the Regional Board in order to claim meeting fees.
- g) Electoral Area Directors are authorized to attend the Electoral Area Directors' Forum and Local Government Leadership Academy – Leadership Forum, UBCM and NCLGA each calendar year with all costs to be paid from Legislative - Electoral Area. Authorization for Electoral Area Directors to attend all other conferences not noted in this bylaw, will be authorized by the Rural Budgets Administration Committee, with all costs to be paid from the Legislative – Electoral Areas budget.
- h) Two Electoral Area Directors have authorization to attend FCM each calendar year, with all costs to be paid from Legislative – Electoral Area.
- i) Electoral Area Directors can claim meeting fees when attending meetings within their Electoral Area, charged to the function of Legislative – Electoral Area, and paid either upon submission of a report with their expense claim summarizing the purpose and outcome of the meeting, or receipt of the minutes of the meeting.
- j) If the Electoral Area Director believes attendance at a meeting/event is representing the Board and not just the Electoral Area then the Director is to submit a request to the Regional Board requesting authorization to attend and expenses to be funded regionally.
- k) Alternate Directors shall be paid meeting fees and mileage when attending a meeting in an official capacity on behalf of a Director or when invited by the Board to attend in addition to the Director.

5. Per Diem

- a) Meal allowances are to be paid to Directors or Alternates at the rates prescribed in Schedule 'C' – Allowance and Expense Reimbursement, which is attached to and forms part of this Bylaw.

6. Internet & Communications

- a) The Regional District recognizes the need for high speed, reliable internet and telephone access to carry on business, so therefore Directors will be reimbursed the amounts provided in Schedule 'C' – Allowance and Expense Reimbursement.
- b) Notwithstanding Section 6a), the Regional District Board Chair is to be provided with a Regional District cell phone and shall have the full cost of internet service reimbursed upon submission of receipts.
- c) Municipal Directors are to sign a declaration stating whether or not they have received a phone from any other agency, and further, if a Municipal Director receives a phone from any other agency, the non-taxable allowance of \$46 is to be paid directly to that agency.

7. Qualifying Expenses and Expenditures

- a) The reimbursement of Director's expenses is solely to compensate Directors who have incurred eligible out of pocket expenses pursuant to this bylaw in the performance of their duties as an Elected Official of the Peace River Regional District.
 - b) Authorized expense types and the level of payment are listed in Schedule 'C' – Allowance and Expense Reimbursement.
 - c) A Director may be reimbursed for expenditures made and expenses incurred by them when they are:
 - I. Representing the Regional District.
 - II. Engaging in Regional District business.
 - III. Attending a meeting, course or conference on behalf of the Regional Board.
 - IV. Attending a meeting of the Board.
 - V. Attending a public hearing or committee or commission meeting, as a member, or if invited to a committee meeting or hearing by the Chair of that committee or hearing.
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- d) Notwithstanding Section 7(b), the Regional Board Chair, Directors, Alternate Directors, and Commissioners shall be reimbursed for all reasonable **incidental expenses** incurred by them in the course of attending to authorized business of the Regional District.
- e) A Director, Alternate Director, Committee Member, or Commissioner shall be paid mileage for the use of their personal vehicle as transportation for Regional District business conducted:
 - I. Within the Director's Electoral Area or sub-region;
 - II. Attending authorized meetings;
 - III. Other meetings/events authorized by the Board;
- f) Mileage for use of a personal vehicle shall be adjusted each January to the current CRA mileage rate.
- g) For the purpose of calculating distances travelled, the Director's normal place of residence, within the Regional District, shall be considered the starting and end point.
- h) When traveling by private transportation, the claim shall be the lesser of mileage or the lowest air travel rate available.

8. **Approval and Payment of Expenses**

- a) All payments shall be made by way of electronic transfer of funds.
- b) Directors should make every effort to submit expense claims within 3 months of incurring the expense.
- c) Notwithstanding Section 8c) no claims shall be payable if submitted later than one month after the end of the fiscal year in which they were incurred.
- d) All remuneration, including allowance for expenses, paid to the Regional Board Chair, Directors, Alternate Directors and Commissioners of the Regional District shall be subject to all applicable government payroll rules and regulations.
- e) All expenses and expenditures listed in Schedule 'C' – Allowance and Expense Reimbursement must be supported by proper and complete original receipts clearly identifying the purpose and location of the meeting, course of business, together with a signed expense claim form, and submitted to the finance department of the Regional District. The exception is that receipts need not be provided in respect of private accommodation and meal per diems or monthly allowances.
- f) All expenses and expenditures not specifically authorized by this Bylaw must receive prior authorization of the Board before they are reimbursed.

- g) ‘Partners’ program and registration fees for a conference or seminar are not to be borne by the Regional District. For convenience, if a Director wishes to register a spouse/partner for a conference or partner program, the Regional District may submit the fees on behalf of the Director. Partner fees paid by the Regional District will be deducted from the Director’s travel advance or subsequent expense claims until paid in full.
- h) A Director registered to attend a conference or meeting on behalf of the Regional District and who does not attend such conference or meeting, shall be obligated to pay 50% of any costs the Regional District cannot be reimbursed for and has to pay on behalf of that Director, unless the failure to attend is due to illness or emergency reasons.

9. Administration

- a) This bylaw shall take effect and force on the date of adoption.
- b) This bylaw may be cited for all purposes as "Remuneration and Expense Bylaw No. 2354, 2019."
- c) Remuneration and Expense Bylaw No. 2304, 2017 is hereby repealed in its entirety.

READ A FIRST TIME THIS 10th day of January, 2019.

READ A SECOND TIME THIS 10th day of January, 2019.

READ A THIRD TIME THIS 10th day of January, 2019.

ADOPTED THIS 10th day of January, 2019

Original signed by
Brad Sperling, Chair

(Corporate Seal has been affixed to the original bylaw)

Original signed by
Tyra Henderson, Corporate Officer

Schedules ‘A’, ‘B’, and ‘C’, are attached to and form part of this Bylaw.

I hereby certify this to be a true and correct copy of PRRD “Remuneration and Expense Bylaw No. 2354, 2019”, as adopted by the Peace River Regional District Board on January 10, 2019.

Original signed by
Tyra Henderson, Corporate Officer

Schedule 'A'

Meeting Attendance Rates

1. The following rates will be paid for meeting attendance:
 - I. \$112.⁰⁰ for any meeting day lasting up to four hours;
 - II. \$157.⁰⁰ for any meeting day lasting between four and six hours;
 - III. \$234.⁰⁰ for any meeting day lasting between six and eight hours; and
 - IV. \$290.⁰⁰ for any meeting day lasting over eight hours.
2. Meeting Fees includes electronic meetings (telephone, video & web).
3. As defined, a **“Meeting Day”** is the total amount of time a Director spends in meetings over the course of one calendar day, and may not exceed more than 8 hours for that day.
4. The time during which a meeting is recessed for lunch and other similar breaks, is included in the calculation of the duration of the meeting day.
5. The time spent travelling to and from a meeting shall be included in calculating the duration of the meeting day.
6. When multiple meetings are scheduled for the same calendar day, at the Directors’ discretion, the time between meetings may be used for calculating the duration of the meeting day.

Schedule 'B' **Eligible Meetings**

Meetings that qualify for meeting fees pursuant to Section 4 of this Bylaw are as follows:

- a) Regular or Special Meetings of the Regional Board
 - b) Regular or Special Meetings of the Regional Hospital Board
 - c) Meetings of the Committee of the Whole
 - d) Standing Committee Meetings of the Regional Board
 - e) Select Committee Meetings of the Regional Board
 - f) Legislated/Bylaw Commissions or Committees
 - g) Board Liaison Appointments to Outside Agencies
 - h) Industry Sector Liaison Appointments
 - i) Board approved Initiatives and Projects
 - j) Other meetings/events as authorized by the Regional Board via Board resolution.
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Schedule 'C'
Allowance and Expense Reimbursement

Commercial accommodation	Actual cost at government accommodation rates.
Private accommodation	\$30.00 /night
Required Course Material	Actual Cost
Mileage for private motor vehicle use	As per CRA, set each January
Airline transportation	Actual Cost
Photocopying charges	Actual Cost
Travel Per Diem: Out of Region	\$125
Travel Per Diem: In Region	Breakfast \$20 Lunch \$25 Dinner \$35
Incidentals	Actual Cost
Cellular Phone	a) A non-taxable allowance of \$46.00 per month may be claimed toward the Director's cell or home phone costs. OR b) The PRRD will supply a cellular phone under the Regional District's corporate cellular phone plan.
Internet	A non-taxable allowance of \$25.00 per month may be claimed toward the Director's internet service.