REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

Board Remuneration, Expenses and Benefits Bylaw No. 2903, 2020

Consolidated for convenience purposes.
Includes all amendments to the text up to July 22, 2021

Summary of Amendments

Bylaw No.	Adopted	Amendment	Purpose
2903.01	July 22, 2021	Section 2; Section 3; Schedule A	Add definition for Electronic Meetings; Clarify description of meeting attendance; Remove separate reference to remuneration for electronic attendance.

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

BYLAW NO. 2903, 2020

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

1.0 CITATION

1.1 This Bylaw may be cited for all purposes as the **"Board Remuneration, Expenses and Benefits Bylaw No. 2903, 2020"**

2.0 DEFINITIONS

2.1 In this Bylaw:

'Alternate Director' is a person appointed as an Alternate Director pursuant to the *Local Government Act,* and when that person is acting in the place of the Electoral Area Director.

'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.

'Consumer Price Index adjustment' means the British Columbia, All-Items CPI year-over-year percentage change, as reported by Statistics Canada.

'**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.

'Discretionary meeting' means all other meetings, conferences and workshops relating to RDOS business not covered elsewhere in this Bylaw.

'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.

'Electronic Attendance' means participating in a Committee or Board meeting by telephone, video conferencing program, or other electronic means enabling all persons participating in the meeting to communicate with each other.[1]

[1] Bylaw No. 2903.01

'Regional District' means the Regional District of Okanagan-Similkameen (RDOS).

'RDOS Chair' means where the context requires, the Chair of the Board elected pursuant to the Local Government Act or the person appointed as the Chair, or other person presiding at a meeting of the Board or Committee.

'RDOS Vice-Chair' means where the context requires, the Vice Chair of the Board elected pursuant to the Local Government Act or the person appointed as Vice Chair at a meeting of the Board or Committee.

3.0 REMUNERATION

3.1 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.

3.2 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.

3.3 In the event of the resignation or death of the Chair, the Vice Chair shall automatically be entitled to the remuneration for Chair as set out in Schedule 'A' until such time as another Chair is elected pursuant to the Board Procedure Bylaw.

3.4 In the event that the Chair becomes incapacitated for longer than thirty days, the Vice Chair shall be entitled to the remuneration for Chair as set out in Schedule 'A'.

3.5 Notwithstanding any other section of this bylaw, if a Director is absent for three consecutive meetings of the Regional Board without the leave of the Regional Board, the Regional District shall suspend payment to that Director, which shall be effective the day following the date of such third consecutive meeting of the Regional Board.

3.6 Whereas subsection 3.5 of this bylaw has been invoked in respect of a Director and such Director subsequently attends a meeting of the Regional Board, the Regional District shall reinstate payment, which shall be effective the day of the first meeting of the Regional Board that such Director attends after their absence.

3.7 An electoral area or municipal director participating in a Committee or Board meeting by Electronic Attendance is deemed to be in attendance at that meeting.[2]

[2] Bylaw No. 2903.01, 2021

4.0 EXPENSES

4.1 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.

4.2 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.

4.3 Electoral Area Directors shall be provided a form T2200 "Declaration of Conditions of Employment", indicating that a portion of their home is required to be used for work.

5.0 BENEFITS

5.1 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.

6.0 REPORTING

6.1 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.*

7.0 INTERPRETATION AND APPLICATION:

7.1 The Regional District of Okanagan-Similkameen Finance department will be responsible for ensuring that Director's Remuneration and Expense Reports are consistent with this Bylaw.

7.2 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.

7.3 A review of the Board Remuneration, Expenses and Benefits Bylaw is to be conducted one year prior to each Local Government Election, as recommended in the UBCM Council & Board Remuneration Guide (2019).

7.4 The decision of a court that a provision of this bylaw is invalid shall not affect the validity of the remainder of this bylaw.

8.0 REPEAL

8.1 Bylaw No. 2621, 2012 is hereby repealed.

READ A FIRST, SECOND AND THIRD TIME this 18th day of June, 2020.

ADOPTED BY AT LEAST 2/3 OF THE VOTE this 18th day of June, 2020.

RDOS Chair

Corporate Officer

SCHEDULE 'A'
CPI at Dec 2021

DESCRIPTION	REMUNERATION	EXPENSE ALLOWANCE	TOTAL
Municipal Director	$421.19/month	$210.28/month	$631.46/month
Electoral Area Director	$1,456.82/month	$727.32/month	$2184.14month
RDOS Chairperson	$2184.78/month	$1090.75/month	$3275.52 month [1]
RDOS Vice-Chair	$398.12/month	$198.76/month	$596.89/month [2]
Attendance at Board Meetings	$188.87/meeting	$94.30/meeting	$283.17/meeting
Attendance at Committee Meetings – same day as Board meeting	$62.96/meeting	$31.43/meeting	$94.39/meeting [3]
Attendance at Committee Meetings – separate day from Board meeting	$140.11/mtg day	$69.95/mtg day	$210.05/mtg day

ALTERNATE DIRECTOR REMUNERATION

CLASSIFICATION	REMUNERATION	EXPENSE ALLOWANCE	TOTAL
Attendance at Board Meetings(in place of director)	$188.87/meeting	$94.30/meeting	$283.17/meeting
Attendance at Committee Meetings – same day as Board meeting (in place of Director)	$62.96/meeting	$31.43/meeting	$94.39/meeting [4]
Attendance at Committee Meetings – separate day from Board meeting (in place of Director)	$140.11/mtg day	$69.95/mtg day	$210.05/mtg day
Attendance at Other Meetings (in place of Director)	$140.11/mtg day (prorated to time spent)	$69.95/mtg day	$210.05/mtg day
Alternate Rural Area Director	$62.96/month	$31.43/month	$94.39/month

[1] The RDOS Chairperson, in addition, also receives the respective annual remuneration for being a Rural or Municipal Director.
[2] The Vice-Chairperson, in addition, also receives the respective annual remuneration for being a Rural or Municipal Director.
[3] The maximum remuneration for attendance at a full day of Board and Committee meetings is $377.56

[4] The maximum remuneration for attendance at a full day of Board and Committee meetings is $377.56

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.

   Regular Travel will be reimbursed at the Canada Revenue Agency non-taxable reasonable per kilometer rate

   (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:

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

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 an electoral 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.

2. The Directors shall pay premiums for any Benefits received; the Board must not pay all or part of the premiums for coverage.

   Director Benefits may include, but are not limited to:
   - Medical and dental services
   - Extended health
   - Life insurance
   - Accidental death and dismemberment

MEDICAL AND DENTAL SERVICES

2. 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

3. 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

4. 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.

ACCIDENTIAL DEATH AND DISMEMBERMENT

5. 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.