

**POWELL RIVER REGIONAL DISTRICT**

**BYLAW NO. 510**

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Being a bylaw to authorize the payment of remuneration and expenses to Directors and Alternate Directors of the Powell River Regional District.  
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This document is a consolidated version of the “Directors Remuneration and Expenses Bylaw No. 510, 2016” and amendments thereto as set out in Bylaw No. 510.1, 2016; and Bylaw No. 510.2, 2017 consolidated under the authority of Section 139 of the *Community Charter S.B.C.* 2003, c.26 and Powell River Regional District Bylaw No. 309, 1998.

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

**Definitions**

- In this bylaw unless the context otherwise requires:  
**“Director”** means a person appointed or elected to the Board as an Electoral Area, a Municipal or a Tla’amin Nation Director and includes the Chair and Vice Chair, but does not include an Alternate Director.  
**“Electoral Area Director”** means a person appointed or elected to the Board as a representative of an electoral area.  
**“Municipal Director”** means a person appointed to the Board by a municipal council.  
**“Alternate Director”** means a person appointed as an Alternate Director pursuant to the Local Government Act.  
**“Tla’amin Nation Director”** means a person appointed to the Board by the Tla’amin Nation.  
**“Regional District”** refers to both Regional District and Regional Hospital District.

**Remuneration**

- The remuneration for Directors, and Alternate Directors of the Regional Board is established according to Schedule “A” to this bylaw.

**Leave of Absence**

- A Director who intends to be absent from or unavailable to perform his or her duties as a director for more than 7 days but fewer than 31 days for reasons other than illness or injury must inform the Chair.
- A Director who wishes to be absent from or unavailable to perform his or her duties as a director for reasons other than illness or injury for more than 30 days must first obtain the written approval of the Board.

### **Payment of Indemnities During a Leave of Absence**

5. A Director is not entitled to receive his or her regular indemnity during the period of a Board approved leave of absence after the first 30 days.
6. A Director who is absent from the Board for reasons of illness or injury is not entitled to receive his or her regular indemnity during his or her absence after the first 90 days.
7. Where the Chair takes a Board approved leave of absence, the payment of indemnities shall be as follows, commencing on the first day of the Chair's absence:
  - (a) the Vice Chair or appointed acting Chair shall be paid the indemnity rate for the Chair and meeting allowances to which the Chair is entitled; and
  - (b) the Alternate Director for the Chair shall be paid the regular Director's indemnity rate and meeting allowances to which regular Directors are entitled.
8. Where a Director other than the Chair takes a Board approved leave of absence, commencing on the first day of the Director's absence, the Alternate Director for the Director shall be paid the regular Director's indemnity rate and meeting allowances to which a regular Director is entitled.

### **Meeting Allowance**

9. Except where otherwise provided, Directors shall be paid a meeting allowance in accordance with Schedule 'A' to this bylaw for attending meetings where attendance is authorized by bylaw or by Board policy.
10. Meetings for which a meeting allowance under Clause 9 may be claimed are described on Schedule 'B' to this bylaw.
11. Section 1.3 of Schedule "A" to this Bylaw shall not apply to Alternate Directors receiving payment under s. 7(b) or Section 8.

### **Incidental Expenses**

12. One-third of all remuneration paid pursuant to Schedule 'A' to this bylaw shall be considered to be an allowance for expenses incidental to the discharge of the duties of office other than those described under Sections 13, 14, 15 and 16 of this bylaw.

## Reimbursement of Expenses

13. The following expenditures made or expenses incurred by a Director or Alternate Director when authorized by this bylaw or by Board policy to represent the Regional District, attend a meeting, course or convention, or otherwise engage in business related to a regional district service or current Regional District initiative beyond the boundaries of the regional district will be paid by the Regional District, at cost, including applicable taxes, unless otherwise specified:
  - a) Mileage accumulated to be paid at the distance allowance rate prescribed in Schedule 'A' to this bylaw;
  - b) Meal, gratuity and incidental expenses to be paid at the rates and under the circumstances prescribed in Schedule "A" to this bylaw;
  - c) Return airfare;
  - d) Return ferry fares for vehicle and driver;
  - e) Taxis or shuttle bus rides;
  - f) Parking fees;
  - g) Accommodation;
  - h) Long distance telephone or fax charges related to Regional District business; and
  - i) Fees for conventions, seminars or courses; such fees to be paid by the regional district in advance and directly to the sponsoring organization.
14. In addition to the expenses paid in Section 13, a daily recompense prescribed in Schedule 'A' will be paid to Directors or Alternate Directors while attending an authorized meeting, course or convention outside the boundaries of the Regional District.
15. Except as otherwise provided in this bylaw, the following expenditures made or expenses incurred by a Director or Alternate Director when attending a meeting of the Regional Board, or other meetings as set out in Schedule 'B', or when otherwise engaged in official regional district business within the Regional District boundaries, will be paid by the Regional District, at cost, including applicable taxes, unless otherwise specified:
  - a) Mileage accumulated to be paid at the distance allowance rate prescribed in Schedule 'A' to this bylaw;
  - b) Return airfare or ferry fares for vehicle and driver;
  - c) Taxis;
  - d) Fees for conventions, seminars or courses where attendance is authorized by bylaw or by Board policy; such fees to be paid by the regional district in advance and directly to the sponsoring organization;
  - e) Where land line telephone services are not readily available, cellular telephone charges related to Regional District business.
16. The Director or Alternate Director for electoral area E may claim the expenses cited in clause 15 for travel to Vancouver Island to attend meetings with government officials or agencies on matters related to regional district business on Lasqueti Island provided that the Director advises the Administrator in advance of the purpose and destination of the travel.

17. In addition to expenses paid in Section 15, a Director or Alternate Director who is required to be away from home overnight to attend meetings of the Regional Board or its committees is entitled to payment for the following expenses:
  - a) Accommodation;
  - b) Meal, gratuity and incidental expenses to be paid at the rates and under the circumstances prescribed in Schedule "A" to this bylaw.
  
18. All expenses and expenditures listed in Sections 13, 14 and 15 must be supported by proper and complete receipts, together with a signed claim for reimbursement or payment, and given to the Manager of Financial Services of the Regional District. Receipts need not be given for private motor vehicle use or daily travel allowance.

**Benefits**

19. The Regional District shall obtain and pay the premiums for accident insurance coverage for Directors while on Regional District business.
  
20. Bylaw No. 422 and amendments thereto are hereby rescinded.
  
21. This bylaw may be cited as the "Directors' Remuneration and Expenses Bylaw No. 510, 2016".

READ A FIRST TIME	this 22 <sup>nd</sup> day of September, 2016
READ A SECOND TIME	this 22 <sup>nd</sup> day of September, 2016
READ A THIRD TIME	this 22 <sup>nd</sup> day of September, 2016
ADOPTED	this 22 <sup>nd</sup> day of September, 2016

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Corporate Officer

I hereby certify that this is a true and correct copy of the "Directors' Remuneration and Expenses Bylaw No. 510, 2016" as ADOPTED by the Board of Directors of the Powell River Regional District the 22<sup>nd</sup> day of September, 2016.

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Corporate Officer

Dated at Powell River, B.C. this 23<sup>rd</sup> day of September, 2016.

**Powell River Regional District**  
**Directors Remuneration and Expenses Bylaw No. 510.2, 2017**  
**(March 23-17)**  
**Schedule 'A'**

**1.0 REMUNERATION RATES**

**1.1 Annual Indemnity**

1.1.1. Directors

a. Municipal Director	\$ 8,173.00
b. Electoral Area Director	\$11,447.00
c. Electoral Area E – Additional Premium	\$ 1,892.00
d. Tla'amin Nation Director	Nil

1.1.2. Chair

In addition to the indemnity to which s/he is entitled under section 1.1.1, the chair of the board shall receive an annual indemnity of \$8,232.00

1.1.3. All annual indemnities shall be paid in twelve equal monthly installments.

**1.2 Meeting Allowances**

1.2.1. The following meeting allowances shall be paid to directors for attending meetings as described in Schedule B of this bylaw where a director's attendance has been authorized in accordance with Board policy or by Board resolution:

- a. \$100 for standing committee meetings up to 5 hours; and
- b. \$75 for meetings, other than standing committee meetings, up to 5 hours; and
- c. \$180 for any meeting over 5 hours.

1.2.2. Notwithstanding section 1.2.1, when required to travel to Powell River [City] to attend the board meeting and meetings for which a meeting allowance may be claimed, the director for Electoral Area D [Texada Island] shall be paid a premium of \$42.25, in addition to the meeting allowance rates cited in section 1.2.1 for the first meeting in a day and the meeting allowance rates cited in section 1.2.1 for any subsequent meetings.

1.2.3 A meeting allowance will not be paid for attending regular board meetings.

1.2.4 A meeting allowance of \$200.00 will be paid to the chair of the Regional Hospital board for attending Regional Hospital District board meetings.

1.2.5 When required to travel to attend authorized meetings, training or conferences outside of the Powell River Regional District jurisdiction, an additional daily recompense of \$100 for loss of personal wages and quality of life.

1.2.6 When required to travel to or from Lasqueti Island to attend authorized meetings, training or conferences, an additional daily recompense of \$100 for loss of personal wages and quality of life.

1.2.7 A meeting allowance of \$100.00 will be paid to the Tla'amin Nation director for attending Regional District or Regional Hospital District board meetings.

### **1.3 Alternate Directors**

1.3.1 An Alternate Director shall be paid the meeting allowance set out in Section 1.2 above when attending the following meetings as the alternate to the elected director:

- a. Regional District Board meetings;
- b. Regional Hospital District Board meetings;
- c. Regional Board standing and select committee meetings;
- d. Regional Hospital District Board standing and select committee meetings;
- e. Any other meetings for which the elected director is entitled to receive an allowance.

### **2.0 EXPENSE RATES**

**2.1 Distance Allowance** \$0.55 per kilometer

**2.2 Communications Allowances** \$1,200 Electoral Area Directors  
\$ 840 Municipal Directors

### **2.3 Meal, Gratuity and Incidental Expenses**

2.3.1 When required to travel outside of the Regional District jurisdiction to attend authorized meetings, training or conferences, the following allowances shall be paid for each meal that is taken during the trip:

Breakfast \$20; Lunch \$25; Dinner \$30; Incidental (if staying overnight) \$20

2.3.2 When required to travel to attend authorized meetings, training or conferences in Metro Vancouver, Victoria, Whistler, and Kelowna, the following allowances shall be paid for each meal that is taken during the trip:

Breakfast \$25; Lunch \$30; Dinner \$35; Incidental (if staying overnight) \$20

2.3.3 When required to travel to or from Lasqueti Island to attend authorized meetings, training or conferences, the following allowances shall be paid for each meal that is taken during the trip:

Breakfast \$20; Lunch \$25; Dinner \$30; Incidental (if staying overnight) \$20

2.3.4 When a meal is included as part of the meeting, training or conference a claim cannot be made for the meal as outlined above. However, reimbursement may be made if a meal was purchased due to unforeseen circumstances (i.e. having to attend a meeting with a Minister in conjunction with the event and missing the meal serving opportunity) and supporting receipts are provided. There will be no reimbursement for alcoholic beverages.

**Powell River Regional District  
Directors Remuneration and Expenses Amendment Bylaw No. 510.1, 2016**

**Schedule 'B'  
Meeting Allowance Claims**

**1.0 ELIGIBLE MEETINGS**

An allowance as set out in Schedule A of this bylaw shall be paid for attendance at the following meetings:

- 1.1 Regional Board meetings that are additional to the regular meeting schedule.
- 1.2 Standing Committee meetings.
- 1.3 Meetings of select or advisory committees established by the Board ~~to deal with matters of regional or general electoral area interests.~~ **(BL510.1 Nov/16)**
- 1.4 Public Hearings not held in conjunction with a regular Board meeting.
- 1.5 Planning Advisory Committees or other equivalent committees established to assist with the preparation or major review of official community plans and other long range planning initiatives pertaining to one or more electoral areas.
- 1.6 Meetings of special interest committees and temporary committees established by other local organizations to address matters relevant to the interests of the region or of one or more electoral areas, and to which the Board has appointed a director[s].
- 1.7 Meetings relevant to the interests of the Regional District as a whole where a director has been authorized to attend in accordance with Board policy or by a Board motion which specifies a meeting allowance shall be paid.
- 1.8 Meetings relevant to the interests of more than one electoral area where a director has been authorized to attend in accordance with Board policy or by a Board motion which specifies a meeting allowance shall be paid.
- 1.9 Authorized meetings outside the Regional District boundaries.

**2.0 INELIGIBLE MEETINGS**

- 2.1 An allowance shall not be paid for attendance at meetings of organizations or committees, ~~external to the Regional District,~~ related to the interests of a single electoral area where such meetings occur within the boundaries of the Regional District ~~and where there has been no formal Board appointment for a Director to attend.~~ **(BL510.1 Nov/16)**

**3.0 ELIGIBLE CLAIMANTS**

- 3.1 Only the director(s) appointed by the Board to an organization or committee may claim an allowance for attending meetings of that organization or committee.

- 3.2. Any director who attends a Public Hearing not held in conjunction with a regular Board meeting may claim a meeting allowance.

#### **4.0 ALLOWANCE PAID**

- 4.1 All meeting allowances shall be paid in accordance with the provisions of Schedule 'A' of this bylaw.

#### **5.0 MEETING ALLOWANCE APPORTIONMENT**

- 5.1 Allowances paid for meetings of committees related directly to a Regional District service shall be financed through that service.
- 5.2 Allowances for the following meetings shall be financed through the General Administration Service: Committee of the Whole meetings and meetings under the above section 1.1., sections 1.3 and 1.6, where the committee pertains to regional interests not directly related to a specific service, and section 1.7.
- 5.3 Allowances for the following meetings shall be financed through the Electoral Area Administration Service: Rural Services Committee meetings and meetings under the above sections 1.3 and 1.6, where the committee pertains to general electoral area interests not directly related to a specific service, section 1.8 and section 1.9.
- 5.4 The following meetings shall be financed through the Regional Planning Service: Planning Committee meetings, and meetings under section 1.4 and section 1.5, above.
- 5.6 Meetings under the above sections 1.3 and 1.6 pertaining directly to a regional district service shall be financed from that service.
- 5.7 Where there is uncertainty about the service through which a meeting allowance shall be financed, the matter shall be decided by resolution of the Board.