



# qathet

## REGIONAL DISTRICT

### **Directors' Remuneration and Expenses Bylaw No.558, 2020**

Adopted February 27, 2020  
Consolidated for Convenience Only July 2023

**This bylaw may not be current due to pending updates or revisions and SHOULD NOT BE RELIED UPON FOR LEGAL PURPOSES. Please contact the Manager of Administrative Services at the qathet Regional District for the most current version.**

The following is a consolidated version of the qathet Regional District Directors' Remuneration and Expenses Bylaw No.558, 2020, and includes the following amendment bylaws:

<b>Amendment Bylaw No.</b>	<b>Adoption Date</b>	<b>Type</b>	<b>Purpose</b>
Bylaw 558.1	December 21,2020	Text	A bylaw to replace 'Schedule A'
Bylaw 558.2	April 29, 2021	Text	A bylaw to replace 'Schedule A'
Bylaw 558.3	December 15, 2021		A bylaw to replace 'Schedule A'
Bylaw 558.4	February 24, 2022		A bylaw to replace 'Schedule A'
Bylaw 558.5	December 20, 2022		A bylaw to replace 'Schedule A'

**qathet REGIONAL DISTRICT**

**BYLAW NO. 558**

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Being a bylaw to authorize the payment of remuneration and expenses to Directors and Alternate Directors of the qathet Regional District.  
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**NOW THEREFORE**, the Board of the qathet Regional District, in open meeting assembled, enacts as follows:

**Definitions**

1. 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 qathet Regional District and Powell River Regional Hospital District.

**Remuneration**

2. Remuneration for Directors and Alternate Directors of the Regional Board is established in Schedule “A” to this bylaw and funded as follows:
  - a. Director Base Remuneration
    - i. 100 percent General Administration
  - b. Electoral Area Director Premiums for the Directors of Electoral Areas A, B, C and D
    - i. 60 percent - Electoral Area Administration
    - ii. 40 percent - Planning
  - c. Electoral Area Director Premium for the Director of Electoral Area E
    - i. 100 percent - Electoral Area Administration
  - d. Electoral Area D - Location Premium
    - i. 100 percent - Electoral Area Administration
  - e. Electoral Area E - Location Premium

- i. 100 percent - Electoral Area Administration

### **Allowances and Reimbursement of Expenses**

3. The Regional District will provide allowances and reimburse the following expenses incurred by a Director or Alternate Director when authorized by this bylaw, Board policy, or Board motion to engage in business related to a Regional District service or initiative:
  - a. Meeting allowances under the conditions prescribed in Schedule 'A' to this bylaw
  - b. Automobile allowance at the rate prescribed in Schedule 'A' to this bylaw
  - c. Meals and incidental allowance at the rates prescribed in Schedule 'A' to this bylaw
  - d. Transportation costs including (receipts required):
    - i. economy airfare
    - ii. ferry fares for vehicle and driver
    - iii. taxi, shuttle, motor vehicle rental and parking fees
  - e. Standard accommodation (receipts required)
  - f. Long distance telephone or fax charges related to Regional District business (receipts required)
  - g. Fees for approved conventions, seminars or courses; normally paid by the Regional District in advance and directly to the sponsoring organization (receipts required)
4. Expense claims must be supported by receipts where required and submitted with a signed claim form within 60 days of each occurrence.
5. Outstanding expense claims must be submitted within 30 days of the calendar year end.

### **Benefits**

6. Directors are eligible for extended health benefits through the Regional District provided that all costs for those benefits are paid in full by the Director.
7. The Regional District shall obtain and pay the premiums for accident insurance coverage for Directors while on Regional District business.

### **Leave of Absence**

8. 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.
9. 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**

10. 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.
11. A Director who is absent from the Board for reasons of illness or injury is not entitled to



**qathet Regional District**  
**Directors Remuneration and Expenses Amendment Bylaw No. 558.5, 2022**  
**Schedule A**

**1.0. REMUNERATION**

**1.1 Annual Indemnity**

1.1.1. Directors

a. Director Base Remuneration	\$ 17,019
b. Electoral Area Director Premium	\$ 6,282
c. Electoral Area D Location Premium	\$ 2,188
d. Electoral Area E Location Premium	\$ 3,627
e. Board Chair Premium	\$ 15,783
f. Tla'amin Nation Director	Nil
g. Alternate Directors	Nil

1.1.2 Annual amounts shall be paid evenly throughout the calendar year.

**1.2 Meeting Allowances**

1.2.1 There shall be no meeting pay for Directors of the Regional Board.

1.2.2 The Chair of the Regional Hospital Board shall be eligible to claim a taxable meeting allowance of \$284 for attending Regional Hospital District Board meetings.

1.2.3 The Tla'amin Nation Director shall be eligible to claim a taxable meeting allowance of \$142 for attending:

- a. Regional Hospital District Board meetings;
- b. Regional Hospital District Board standing and select committee meetings.

1.2.4 Alternate Directors shall be eligible to claim a taxable meeting allowance of \$142 when attending the following meetings as the Alternate to an elected Director:

- c. Regional District Board meetings;
- d. Regional Hospital District Board meetings;
- e. Regional Board standing and select committee meetings;
- f. Regional Hospital District Board standing and select committee meetings.

### **1.3 Distance Allowance**

1.3.1 All distance allowance claims will be paid at Canada Revenue Agency automobile allowance rate for the calendar year.

### **1.4 Meals and Incidental Allowances**

1.4.1 Meals and Incidental Allowances shall be paid at the following taxable rates:

a) Breakfast	\$ 20
b) Lunch	\$ 25
c) Dinner	\$ 35
d) Incidental (if staying overnight)	\$ 20

1.4.2 When a “full meal” is included as part of the meeting, training or conference an allowance cannot be claimed 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.

“Full meal” does not refer to snacks or light refreshments provided as part of a morning break, such as a muffin and coffee, or to a welcome reception which is not intended to replace a meal.