

REGIONAL DISTRICT OF NANAIMO
EXECUTIVE COMMITTEE
AGENDA

Thursday, November 29, 2018
Immediately Following the Transit Select Committee Meeting
Committee Room

Pages

1. CALL TO ORDER
2. APPROVAL OF THE AGENDA
3. ADOPTION OF MINUTES
 - 3.1 Executive Committee Meeting - July 12, 2018 2

That the minutes of the Executive Committee meeting held July 12, 2018, be adopted.
4. REPORTS
 - 4.1 Income Tax Act Changes Impacting Elected Officials in 2019 4
 1. That “Regional District of Nanaimo Board Remuneration, Expenses and Benefits Amendment Bylaw No. 1770.02” be introduced and read three times.
 2. That “Regional District of Nanaimo Board Remuneration, Expenses and Benefits Amendment Bylaw No. 1770.02” be adopted.
5. IN CAMERA

That pursuant to Section 90 (1) (c) of the *Community Charter* the Committee proceed to an In Camera meeting for discussions related to labour relations or other employee relations.
6. ADJOURNMENT

REGIONAL DISTRICT OF NANAIMO
MINUTES OF THE EXECUTIVE COMMITTEE MEETING

Tuesday, July 12, 2018
12:00 P.M.
RDN Committee Room

| | | |
|---------------------|-----------------------|---|
| In Attendance: | Director B. Veenhof | Chair |
| | Director I. Thorpe | Vice Chair |
| | Director A. McPherson | Electoral Area A |
| | Director H. Houle | Electoral Area B |
| | Director J. Stanhope | Electoral Area G |
| | Director B. McKay | City of Nanaimo |
| | Director B. Bestwick | City of Nanaimo |
| | Alternate | |
| Director M. Beil | City of Parksville | |
| Regrets: | Director M. Lefebvre | City of Parksville |
| Also in Attendance: | Director M. Young | Electoral Area C |
| | Director B. Rogers | Electoral Area E |
| | P. Carlyle | Chief Administrative Officer |
| | D. Pearce | Director, Transportation & Emergency Services |
| | A. Brooks | Mgr. Employee Health, Safety & Wellness |

CALL TO ORDER

The Chair called the meeting to order and respectfully acknowledged the Coast Salish Nations on whose traditional territory the meeting took place.

APPROVAL OF THE AGENDA

It was moved and seconded that the agenda be approved as presented.

CARRIED UNANIMOUSLY

ADOPTION OF MINUTES

Executive Committee Meeting – May 15, 2018

It was moved and seconded that the minutes of the Executive Committee meeting held May 15, 2018, be adopted.

CARRIED UNANIMOUSLY

REPORTS

Health and Safety Update

It was moved and seconded that the Health and Safety Update Report be received on the most recent steps to increase Health and Safety at the Regional District of Nanaimo.

CARRIED UNANIMOUSLY

IN CAMERA

It was moved and seconded that pursuant to Sections 90 (1) (a), and (c) of the *Community Charter* the Committee proceed to an In Camera meeting for discussions related to personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality and labour relations or other employee relations.

CARRIED UNANIMOUSLY

TIME: 12:30 PM

ADJOURNMENT

It was moved and seconded that the meeting be adjourned.

CARRIED UNANIMOUSLY

TIME: 1:00 PM

CHAIR

A further amendment to Bylaw 1770.02 was made to include public transit ticket fares.

ALTERNATIVES

1. Amend Bylaw 1770 to implement 2019 adjustments effective January 1, 2019 to offset the impact to net remuneration for the loss of the one-third tax-free allowance for Board remuneration.
2. Provide alternate direction to staff.

FINANCIAL IMPLICATIONS

The tax impact to each Board member of the discontinuation of the one-third tax-free exemption varies depending on their own income and tax situation. As well, additional Canada Pension Plan premiums and the loss of the GST rebate on the tax-free allowance must be considered in the calculation of the cost for amending the remuneration. However, assuming the RDN remuneration is the Directors' sole source of income and using combined Canada and BC marginal tax rates, the RDN Board remuneration would require an increase of approximately \$57,000, or 10% of the projected 2019 Board remuneration budget, effective January 1, 2019 to offset the loss of the tax exemption and to maintain net remuneration. This adjustment would be included in the 2019 RDN budget and form part of the requisition.

STRATEGIC PLAN IMPLICATIONS

The Board's Strategic Plan recognizes 'Governance' in its core focus area and to 'Be Fair and Equitable' in relation to sharing costs in its Governing Principles. A review of the impact of income tax act changes on elected official remuneration is consistent with the Board Strategic Plan.



Phyllis Carlyle
Chief Administrative Officer
pcarlyle@rdn.bc.ca

Reviewed by:

- J. Beauchamp, Director of Finance
- D. Wells, General Manager, Corporate Services

Attachments

1. Proposed Bylaw No. 1770.02, A Bylaw to Amend Board Remuneration, Expenses and Benefits
2. Bylaw 1770, Consolidated to 1770.01 for convenience

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1770.02

**A BYLAW TO AMEND THE REGIONAL DISTRICT OF NANAIMO
BOARD REMUNERATION, EXPENSES AND BENEFITS BYLAW NO. 1770, 2017**

WHEREAS the Board of the Regional District of Nanaimo wishes to amend Regional District of Nanaimo Board Remuneration, Expenses and Benefits Bylaw No. 1770, 2017;

NOW THEREFORE, the Board of the Regional District of Nanaimo enacts as follows:

1. Citation

This bylaw may be cited for all purposes as "Regional District of Nanaimo Board Remuneration, Expenses and Benefits Amendment Bylaw No. 1770.02, 2018".

2. Amendments

"Regional District of Nanaimo Board Remuneration, Expenses and Benefits Bylaw No. 1770, 2017" is amended as follows:

- a) By deleting Section 5 in its entirety and renumbering all subsequent sections and references to sections, as required.
- b) By adding "or public transit ticket fare" to the end of Section 6(i).
- c) By deleting Schedule 'A' and replacing it with Schedule 'A' attached to and forming part of this bylaw.

Introduced and read three times this ____ day of _____, 2018.

Adopted this ____ day of _____, 2018.

CHAIR

CORPORATE OFFICER

| | |
|-------------------------------|---|
| Alternate Director | \$150 per meeting when attending in the regular Director's place |
| Select Committees | \$150 per meeting attended |
| Scheduled Standing Committees | \$150 per meeting attended |
| Advisory Standing Committees | \$150 per meeting attended |
| Public Hearings | \$150 per meeting attended |
| Public Information Meeting | \$150 per meeting attended |
| Other Business Meetings | \$150 per meeting for Directors appointed by the Board or the Chair to represent the Regional District at other Regional District business meetings |

(a) Where a Board meeting, Committee meeting, Public Hearing, Public Information meeting or Other Business meeting, exceeds four hours in length, an additional stipend of \$60 will be paid.

(b) A Director designated by the Chair shall receive a meeting per diem of \$210 when attending meetings with senior levels of government or when representing the Regional District at meetings at locations outside of the Regional District unless otherwise remunerated as a representative of another organization attending the meeting.

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1770

(Consolidated for convenience only up to and including 1770.01)

**A BYLAW TO AUTHORIZE THE PAYMENT OF
REMUNERATION, EXPENSES AND BENEFITS TO
DIRECTORS, ALTERNATE DIRECTORS
AND COMMITTEE MEMBERS**

WHEREAS the *Local Government Act* provides that a Board may by bylaw, provide for the remuneration, expenses and benefits of directors;

NOW THEREFORE, the Board of the Regional District of Nanaimo enacts as follows:

1. This bylaw may be cited for all purposes as "Regional District of Nanaimo Board Remuneration, Expenses and Benefits Bylaw No. 1770, 2017".

2. In this bylaw unless the context otherwise requires:

"**Act**" means the *Local Government Act*.

"**Advisory Committee**" means an Advisory Committee or Commission appointed by the Board, which includes at least one Board member, but does not include a Standing or Select Committee.

"**Alternate Director**" means a person appointed as an Alternate Director pursuant to the *Local Government Act*.

"**Commission**" means a commission appointed by the Board as provided by the *Local Government Act*.

"**Director**" means 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.

"**Public Information Meeting**" means a meeting scheduled pursuant to provincial legislation.

"**Select Committee**" means a Select Committee comprised solely of Board members as provided by the *Local Government Act*.

"**Standing Committee**" means a Standing Committee appointed by the Chair comprised solely of Board members as provided by the *Local Government Act*.

3. Directors elected or appointed to the Board do so with the understanding that they will participate fully in the business of the Board. The remuneration rates established in this bylaw reflect the work of an elected member and members are expected to attend all regularly scheduled meetings unless there are extenuating circumstances.

4. The remuneration for Directors is established according to Schedule 'A' to this bylaw.
5. One third of all remuneration paid pursuant to Schedule 'A' shall be considered to be an allowance for expenses incidental to the discharge of the duties of office other than those described under Section 6 and 7 of this bylaw.
6. In addition to the remuneration paid in Schedule 'A', the following expenditures made or expenses incurred by a Director or Alternate Director when the Director or Alternate Director is representing the Regional District, engaged in Regional District business or attending a meeting, course or convention in connection with the business of the Regional District, will be paid by the Regional District, at cost, including applicable taxes, unless otherwise specified, for:
 - (a) For transportation as described in Sections 6(b), (c), (g), (h), (i) and (j), reimbursement will be only for the most direct and/or economical means of transportation.
 - (b) Mileage accumulated on a Director's or Alternate Director's own motor vehicle at the rate prescribed in Schedule 'B', incurred for:
 - (i) attendance at Regular or Special Board meetings.
 - (ii) attendance at Standing or Select Committee meetings including those where the Director is not a member of the Committee.
 - (iii) attendance at Advisory Committee meetings.
 - (iv) attendance at Commission meetings.
 - (v) attendance at seminars, conferences or conventions.
 - (vi) attendance at Public Hearings held pursuant to the *Local Government Act*.
 - (vii) attendance at Public Hearings called for by the Board for any other purpose.
 - (viii) attendance at Public Information meetings called for by the Board for any purpose.
 - (ix) attendance at meetings outside of the members jurisdiction pursuant to a request from Regional District staff.
 - (x) attendance at public meetings arranged by the AVICC, UBCM, LGMA or other levels of Government.
 - (xi) attendance at other meetings outside of the Director's electoral jurisdiction when appointed by the Board or the Board Chair to represent the Board.

but for greater clarity does not include:

mileage incurred within a Director's electoral or municipal area jurisdiction, including but not limited to neighbourhood association or residents association

meetings or official ceremonies unless specifically authorized by the Board to attend the meeting on behalf of the Board.

- (xii) for Alternate Electoral Area Directors, reimbursement is provided for mileage accumulated on their own vehicle for attendance at meetings in the absence of the elected Director when staff are in attendance at the meeting.
- (c) For the Chair, in addition to amounts reimbursed under 6(b), mileage accumulated on his/her own motor vehicle at the rate prescribed in Schedule 'B' for travel while representing the District or engaged in Regional District business.
- (d) Accommodation for a Director or Alternate Director at a facility convenient to the location of the seminar, convention or meeting.
- (e) Accommodation for a Director or Alternate Director at a facility convenient to the location of the annual UBCM and AVICC conventions.
- (f) For the Director of Electoral Area 'B', where returning home on the same day from a Board or Standing or Select Committee meeting is not possible as a result of the duration of the meeting, accommodation based on single occupancy and breakfast at the rate prescribed in Schedule 'B'.
- (g) Return airfare for trips based on single economy fare:
 - (i) for Electoral Area Directors or Alternate Electoral Area Directors to attend the Union of British Columbia Municipalities annual convention;
 - (ii) for the Chair and authorized Board members to attend the Federation of Canadian Municipalities annual convention;
 - (iii) for Directors or Alternate Directors, with prior Board approval, and in all cases for the Chair to travel to Victoria or the Lower Mainland for purposes related to Regional District business in addition to subparagraph (i);
 - (iv) for Directors and/or the Chair for purposes of urgent Regional District business and attendance at administrative, tribunal or court proceedings related to the Regional District.
- (h) Ferry fares for vehicle and one driver or one foot passenger;
- (i) Taxis or shuttle bus rides;
- (j) Rental motor vehicles;
- (k) Parking fees;
- (l) Long distance telephone charges for calls on Regional District business.

- (m) Meal allowances at the rates prescribed in Schedule 'B' will be paid to Directors and Alternate Directors while attending a meeting, a course or a convention as a representative of the Regional District, excluding the cost of any meal provided as part of the cost of registration to a meeting, convention or seminar;
- (n) For meal expenses incurred by the Chair, not to exceed the rates prescribed in Schedule 'B' times the number of persons in attendance, or the actual expense, whichever is less;
- (o) For meal expenses incurred by a Director or Alternate Director at the rate prescribed in Schedule 'B' where consecutive Board or Standing or Select Committee meetings make returning home for a meal impractical; and
- (p) Registration fees for conventions/seminars will be paid for Directors or Alternate.

7. Where a Board member uses a personal vehicle to drive to an annual conference location to which there is scheduled air service the following shall be used to calculate the maximum payable to the Board member in lieu of air travel. The amount payable shall be the lesser of:

The actual cost for:

| | |
|---|------|
| Kilometers to/from event location x current mileage rate | plus |
| Car and driver ferry fare | plus |
| Hotel parking fees | |
| or | |
| Single economy airfare based on 21 days advance booking | plus |
| Kilometers driven to/from departure airport x current mileage rates | plus |
| Airport parking fees at departure airport | plus |
| Estimated taxi fares to/from airport at event location. | |

- 8. Mileage or travel expenses including ferry expenses, incurred by a Committee member or Alternate Committee member while engaged in Regional District business related to the attendance at an Advisory Committee, Commission or Board of Variance meeting will be paid by the Regional District at cost, including applicable taxes, as provided for in Schedule 'B'.
- 9. The provisions of Sections 6 and 7 shall be administered by the Manager of Accounting Services of the Regional District of Nanaimo who shall be responsible for the application of its provisions and the review and adjudication of expense claims submitted. In the event of a conflict of interpretation, the matter shall be referred to a committee comprised of the Treasurer, the Chief Administrative Officer, and the Chair of the Board. Where this Committee is unable to resolve the conflict to the satisfaction of the Director, the matter shall be referred to the Board for adjudication.
- 10. (a) Directors and Electoral Area Directors are, subject to insurance carrier requirements, eligible for medical, extended health, dental and group life insurance benefits for themselves and their dependents on the same basis that the Regional District provides those benefits to its employees;

- (b) The Regional District may obtain and pay the premiums for accident insurance coverage for Directors and Alternate Directors while on Regional District business;
 - (c) All premiums for insurance under Section 10 (a) for a Director shall be paid by the Director and not by the Regional District. All premiums under Section 10(a) for an Electoral Area Director shall be paid by the Regional District.
11. Bylaws 1317 and 1078 are hereby repealed effective January 1, 2018.
 12. This Bylaw takes effect January 1, 2018.
 13. Schedules 'A' and 'B' are a part of and enforceable in the same manner as this bylaw.

Introduced and read three times this 12th day of December, 2017.

Adopted this 12th day of December, 2017.

Chair

Corporate Officer

SCHEDULE 'A'

1. Base remuneration rates effective commencing as indicated:

| | January 1, 2018 | November 13, 2018 | January 1, 2019 | January 1, 2020 | January 1, 2021 | January 1, 2022 |
|---|-----------------|-------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|
| All Directors <i>(Base Rate)</i> | \$15,000 | \$17,000 | Prior year plus CPI adjustment | Prior year plus CPI adjustment | Prior year plus CPI adjustment | Prior year plus CPI adjustment |
| Electoral Area Directors <i>(Additional Allowance Above the Base Rate)</i> | \$14,000 | \$17,000 | Prior year plus CPI adjustment | Prior year plus CPI adjustment | Prior year plus CPI adjustment | Prior year plus CPI adjustment |
| Chair <i>(Additional Allowance Above the Base Rate)</i> | \$38,000 | \$48,000 | Prior year plus CPI adjustment | Prior year plus CPI adjustment | Prior year plus CPI adjustment | Prior year plus CPI adjustment |

- (a) The base remuneration shall cover up to four Board or Committee of the Whole meetings per month.

Note: CPI shall be based on the British Columbia Consumer Price Index as published at November 30th each year.

2. In addition to the remuneration rates shown at (1) above, except for the Regional Chair, the following rates shall be paid:

| | |
|---|---|
| Vice Chair of the Board | \$175 per meeting when acting as Chair of the Board |
| Committee Chair (Standing, Select, Advisory, Public Hearing or Public Information Meeting) | \$175 per meeting chaired |
| Alternate Director | \$125 per meeting when attending in the regular Director's place |
| Select Committees | \$125 per meeting attended |
| Scheduled Standing Committees | \$125 per meeting attended |
| Advisory Standing Committees | \$125 per meeting attended |
| Public Hearings | \$125 per meeting attended |
| Public Information Meeting | \$125 per meeting attended |
| Other Business Meetings | \$125 per meeting for Directors appointed by the Board or the Chair to represent the Regional District at other Regional District business meetings |

- (a) Where a Board meeting, Committee meeting, Public Hearing, Public Information meeting or Other Business meeting, exceeds four hours in length, an additional stipend of \$50 will be paid.
- (b) A Director designated by the Chair shall receive a meeting per diem of \$175 when attending meetings with senior levels of government or when representing the Regional District at meetings at locations outside of the Regional District unless otherwise remunerated as a representative of another organization attending the meeting.

SCHEDULE 'B'

1. Meal Expenses

- a) Breakfast to a maximum of \$15.00 without a receipt
- b) Lunch to a maximum of \$20.00 without a receipt
- c) Dinner to a maximum of \$30.00 without a receipt

If a receipt is submitted, the actual cost will be reimbursed provided that:

- (i) The cost of the meal excluding taxes and excluding a gratuity does not exceed the maximum cost under a), b) or c); and,
 - (ii) The gratuity, if any, does not exceed 15% of the total meal cost including taxes.
- d) Where travel occurs outside of Canada the meal expense maximums shall be converted at prevailing exchange rates.
 - e) There will be no reimbursement for alcoholic beverages.

2. Overnight Travel

An overnight per diem of \$75 shall be paid to cover the costs of meals, gratuities and incidentals. This per diem shall be paid in lieu of the standard meal per diems above and receipts are not required.

3. Mileage

The mileage rate will be amended on January 1 of each year by an adjustment equal to the consumer price index for Vancouver Island (or equivalent) as at November 30 of the prior year.

Mileage rates will be reviewed in July of each year for adjustments which may be warranted as a result of increased fuel costs over the preceding period.