



REGIONAL
DISTRICT
OF NANAIMO

**Board Remuneration 2023–2026 Bylaw and
Policy A1.31 Board Members’ Equipment and Expense Claims**

RECOMMENDATION(S)

1. That “Regional District of Nanaimo Board Remuneration, Expenses and Benefits Amendment Bylaw No. 1770.03” be introduced and read three times.
2. That “Regional District of Nanaimo Board Remuneration, Expenses and Benefits Amendment Bylaw No. 1770.03” be adopted.
3. That Policy A1.31 Board Members’ Equipment and Expense Claims, with amendments, be approved.

BACKGROUND

On July 26, 2022, the Board approved the following recommendations:

1. Receipt of the Staff Report dated July 26, 2022, entitled “Board Remuneration Review 2023-2026” for information purposes,
2. That the “Regional District of Nanaimo Board Remuneration, Expenses and Benefits Bylaw No. 1770.02” be amended with Option 1 Base Rate Not Including Meeting Fees effective November 8, 2022, and
3. That the “Regional District of Nanaimo Board Remuneration, Expenses and Benefits Bylaw No. 1770.02” be amended to increase meals, Overnight Per Diem and Private Dwelling reimbursement rates to \$20 for Breakfast, \$25 for lunch, \$40 for dinner, \$75 for overnight per diem and \$40 for private dwelling reimbursement effective November 8, 2022.

In addition, we recommend that the Board approve the following updates to the Board Policy A1.31 Board Members’ Equipment and Expense Claims:

- Amendment to include RDN supplied laptop and iPad for Electoral Area Directors and removal of the provision of printers, paper and associated hardware,
- Removal of cash allowances in favour of RDN supplied equipment with remote support capabilities,
- Clarification of inclusion of internet service allowances for Municipal Directors who do not receive these allowances from their municipalities. The allowances for the Municipal Directors will be funded from the administration budget,
- To maintain current accounting records that support accurate public reporting, inclusion of the recommendation to submit claims within thirty (30) *calendar days* of the month in which the expenses were incurred,
- Amendment of the requirement to submit claims by January 31st instead of January 15th of the following year unless authorized by a Board resolution.

Bylaw 1770.03 includes the same language in relation to submission dates for remuneration:

- To maintain current accounting records that support accurate public reporting, monthly claims *should* be submitted within thirty (30) *calendar days* of the month in which the meetings occurred,
- No claim for a previous year will be paid if submitted after January 31st of the following year unless authorized by a Board resolution.

FINANCIAL IMPLICATIONS

The following table details Actual Board Remuneration costs for 2020 of \$624,111 and 2021 of \$656,800, Projected Board Remuneration costs for 2022 of \$670,433 and Projected Board Remuneration costs for 2023 of \$726,333:

Base Per Director		2020 Actual	2021 Actual	2022 (Projected)	2022 Per Sainas Consulting Report Table 5 (Projected)	2023 Base Plus Per Meeting Amount (Projected)
Municipal		\$ 19,058	\$ 19,230	\$ 19,711	\$ 22,731	\$ 23,078
Electoral Area		38,117	38,460	39,421	48,934	46,156
Chairperson		75,277	75,955	77,854	77,854	84,070
Total Cost/Projected Cost						
Municipal	11	\$ 209,642	\$ 211,528	\$ 216,816	\$ 250,041	\$ 253,858
Electoral Area	7	266,816	269,218	275,948	342,538	323,092
Chairperson	1	75,277	75,955	77,854	77,854	84,070
Additional Meeting		72,376	100,099	99,814		65,313
		\$ 624,111	\$ 656,800	\$ 670,433	\$ 670,433	\$ 726,333

Using the assumption that the CPI adjustment is 4.9%, the annual remuneration would be \$23,078 for Municipal Directors, \$46,156 for Electoral Area Directors and \$84,070 for Chair (Municipal) or \$107,148 Chair (Electoral Area)¹. Directors continue to claim additional meeting amounts for each meeting attended in addition to the four Board or Committee of the Whole meetings per month. Allowing \$65,313 for Additional Meeting amounts, the estimated annual cost would be \$726,333 for all 19 Board members. The total cost will depend on the number of additional meetings claimed as well as the actual CPI available for implementation on November 8, 2022.

Subsequent CPI adjustments in 2024 to 2026 are projected to cost \$22,000 to \$24,000 per year assuming CPI of 3%.

The cost of changes in Meal and Private Dwelling allowances will be dependent on future Board travel.

STRATEGIC PLAN ALIGNMENT

People and Partnerships - Improve the governance and awareness of RDN activities for citizens throughout the Region.

¹ Chair (Municipal) is used in this report for consistency in financial implication comparatives. The actual budgeted amount for 2023 and future will reflect the cost of either the Municipal or Electoral Area Chair cost dependent on the direction of the Board.

REVIEWED BY:

- D. Wells, General Manager, Corporate Services
- D. Holmes, Chief Administrative Officer

ATTACHMENT(S)

1. Bylaw No. 1770.03
2. Policy A1.31 Board Members' Equipment and Expense Claims