



REGIONAL DISTRICT OF BULKLEY-NECHAKO

**COMMITTEE OF THE WHOLE
AGENDA
Thursday, September 9, 2021**

<u>PAGE NO.</u>		<u>ACTION</u>
	<u>First Nations Acknowledgement</u>	
	<u>AGENDA- September 9, 2021</u>	Approve
	<u>Supplementary Agenda</u>	Receive
	<u>MINUTES</u>	
2-3	Committee of the Whole Meeting Minutes - July 15, 2021	Approve
	<u>REPORTS</u>	
4-8	Cheryl Anderson, Director of Corporate Services - Northern BC Solid Waste Management Forum - October 12 & 13, 2021 (Virtual)	Recommendation
9-13	Cheryl Anderson, Director of Corporate Services - Coast Waste Management Association 2021 Conference	Recommendation
14-18	Taddea Kunkel, First Nations Liaison - National Day for Truth and Reconciliation	Recommendation
19-50	John Illes, Chief Financial Officer - 2021 Remuneration Bylaw Update	Recommendation
	<u>SUPPLEMENTARY AGENDA</u>	
	<u>NEW BUSINESS</u>	
	<u>ADJOURNMENT</u>	

REGIONAL DISTRICT OF BULKLEY-NECHAKO**COMMITTEE OF THE WHOLE MEETING
(VIRTUAL)****Thursday, July 15, 2021**

PRESENT: Chair Gerry Thiessen

Directors Gladys Atrill
Shane Brienen – arrived at 10:10 a.m.
Mark Fisher
Dolores Funk
Tom Greenaway
Clint Lambert
Linda McGuire
Bob Motion
Chris Newell
Mark Parker
Jerry Petersen
Michael Riis-Christianson

Directors Absent Brad Layton, Village of Telkwa
Sarrah Storey, Village of Fraser Lake

Alternate Director Kim Watt-Senner, Village of Fraser Lake

Staff Curtis Helgesen, Chief Administrative Officer
Cheryl Anderson, Director of Corporate Services
John Illes, Chief Financial Officer
Deborah Jones-Middleton, Director of Protective Services
Jason Llewellyn, Director of Planning – arrived at 10:30 a.m., left at 10:37 a.m.
Maria Sandberg, Parks and Recreation Coordinator – arrived at 10:37 a.m.
Wendy Wainwright, Executive Assistant

CALL TO ORDER

Chair Thiessen called the meeting to order at 10:00 a.m.

AGENDAMoved by Director Riis-Christianson
Seconded by Director McGuire**C.W.2021-7-1**

“That the Agenda of the Committee of the Whole meeting of July 15, 2021 be approved.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY**MINUTES****Committee of the Whole
Minutes – June 10, 2021**Moved by Director Petersen
Seconded by Director Funk**C.W.2021-7-2**

“That the Committee of the Whole meeting minutes of June 10, 2021 be adopted.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

REPORTS

Code of Conduct

The following was discussed in regard to Code of Conduct:

- Union of B.C. Municipalities currently conducting research regarding Code of Conduct
- *Forging a Path to Responsible Conduct* – UBCM
 - o The Working Group on Responsible Conduct – joint initiative by UBCM, the Local Government Management Association of B.C. and the B.C. Ministry of Municipal Affairs
 - o The Honourable Josie Osborne, Minister of Municipal Affairs recognition of the document
 - o Local Government Leadership Academy (LGLA)
 - Determining education opportunities
- Social media
- Regional District of Central Okanagan, Comox Valley Regional District and District of Lantzville Council Code of Conduct
- Respectful dialogue regarding Board decisions and the opportunity to express ones opinion
- Providing opportunities to have open dialogue regarding challenging topics
- Working as a team and supporting one another
- Professional conduct
- Relevant to the RDBN
- Diversity of RDBN Board
- Important to be a “living” document
- A Communication Policy in relation to Code of Conduct Policy
- Reviewing of the Code of Conduct at the beginning of a term, swearing in of a new Board member and at the Board’s request
- Staff will bring forward a draft RDBN Code of Conduct for Board consideration.

ADJOURNMENT

Moved by Director Lambert
 Seconded by Director McGuire

C.W.2021-7-3

“That the meeting be adjourned at 11:04 a.m.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Gerry Thiessen, Chair

Wendy Wainwright, Executive Assistant

**REGIONAL DISTRICT OF BULKLEY-NECHAKO****MEMORANDUM**

TO: Chair Thiessen and Committee of the Whole

FROM: Cheryl Anderson, Director of Corporate Services

DATE: September 9, 2021

SUBJECT: Northern BC Solid Waste Management Forum – October 12 & 13, 2021 (Virtual)

RECOMMENDATION: (all/directors/majority)

“That Rural Directors be authorized to attend the Virtual Northern BC Solid Waste Management Forum on October 12 & 13, 2021.”

BACKGROUND

The Virtual Northern BC Solid Waste Management Forum is taking place October 12 & 13, 2021.

The cost of the forum is \$100 plus GST.

Attendees' costs will be allocated to Rural Director's discretionary funds.

NORTHERN BC
SOLID WASTE 20
 MANAGEMENT FORUM 21

October 12 - 13, 2021

Virtual Conference & Networking Event



[Home](#) / Program

Program

Oct 12	Framing the Issues
8:30 am	Welcome
9:00 am	Keynote Speaker 1: The Future of Waste Management and the Circular Economy
10:00 am	Break + Optional Networking Rooms
10:30 am	Panel Session 1: Local Government Snapshots – Framing the Issues in the North + Q&A
12:00 pm	Lunch + Optional Networking Rooms

Oct 12**Framing the Issues**

1:30 pm

Panel Session 2:
Local Government Snapshots – Framing the Issues in the North + Q&A

3:00 pm

Break + Optional Networking Rooms

3:30 pm

Keynote Speaker 2:
Existing and Future Provincial Policy on Waste Management

4:30 pm

Close (Networking rooms to remain open)

Oct 13**Identifying Opportunities + Solutions**

8:30 am

Panel Session 3:
Influencing Change – Culture & Social Norm Shifting, Engaging Communities in Reduction & Diversion

9:30 am

Panel Session 4:
Diverting Organics – Northern Strategies for Food Waste Reduction and Diversion

Exhibitor Booths and Banners (duration of the forum)

Will feature event sponsors, industry leaders, and stewardship organizations from the region.

Oct 13

**Identifying
Opportunities +
Solutions**

10:30 am

Break + Optional
Networking
Rooms

11:00 am

World Café:
Northern
Strategies for
Waste Diversion
and Reduction

Discussion Topics:

- Barriers to Recycling in the North & Potential Solutions
- Strategies for Offsetting Waste Management Costs
- Bulky Items Management & Solutions for Illegal Dumping
- Agricultural Plastics: Management and Recycling Solutions
- Wood Waste Management

12:30 pm

Lunch + Optional
Networking
Rooms

2:00 pm

**Plenary
“Lightening”
Sessions** (5x 5-10
min talks)

Presentation
Topics:

- Demolition, Land-clearing, Construction Waste Management

Exhibitor Booths and Banners (duration of the forum)

Will feature event sponsors, industry leaders, and stewardship organizations from the region.

Oct 13

Identifying Opportunities + Solutions

- Textile Recycling for Small and Remote Communities
- New Technology Emerging in Waste Management
- Small Communities under EPR: How can Regional Districts work with the Ministry of Environment & Climate Change Strategy to ensure communities under 5,000 people are participating in EPR programs?
- How Small and Remote Communities can Increase Accessibility to Stewardship Programs - Case Study of Lead Batteries

3:00 pm

Closing Remarks (Networking rooms to remain open)

Exhibitor Booths and Banners (duration of the forum)
 Will feature event sponsors, industry leaders, and stewardship organizations from the region.

**REGIONAL DISTRICT OF BULKLEY-NECHAKO****COMMITTEE OF THE WHOLE****MEMORANDUM**

TO: Chair Thiessen and Committee of the Whole

FROM: Cheryl Anderson, Director of Corporate Services

DATE: September 9, 2021

SUBJECT: Coast Waste Management Association 2021 Conference

RECOMMENDATION: (all/directors/majority)

That the Committee of the Whole recommend to the Board of Directors that Director Fisher be authorized to attend the Coast Waste Management Association 2021 Conference to be held October 20-22, 2021 in Victoria, B.C.

BACKGROUND

Director Fisher has been invited to present at the Coast Waste Management Association 2021 Conference in Victoria from October 20-22, 2021. Costs would include travel, accommodations, and meals. Registration for the event is complimentary. As per policy, the costs would be charged to general administration for attending the event as a Committee Chair.

Attachment**1. Conference Agenda**



**CWMA 2021
CONFERENCE
OCTOBER 20-22**



cwma.ca/events/2021-conference/

[SCHEDULE \(https://cwma.ca/agenda/\)](https://cwma.ca/agenda/)

[SPEAKERS \(https://cwma.ca/speakers/\)](https://cwma.ca/speakers/)

[ABOUT \(https://cwma.ca/about/\)](https://cwma.ca/about/)

[SPONSORS & EXHIBITORS \(https://cwma.ca/sponsors/\)](https://cwma.ca/sponsors/)

[WHERE TO STAY \(https://cwma.ca/hotels-4/\)](https://cwma.ca/hotels-4/)

[VIRTUAL HALL \(https://cwma.ca/eventmobi-virtual-hall/\)](https://cwma.ca/eventmobi-virtual-hall/)

[OUR THEME \(https://cwma.ca/our-theme/\)](https://cwma.ca/our-theme/)

[GOING HYBRID \(https://cwma.ca/going-hybrid/\)](https://cwma.ca/going-hybrid/)

[WE CARE: SAFETY & HEALTH INFO \(https://cwma.ca/we-care-safety-health-guidelines/\)](https://cwma.ca/we-care-safety-health-guidelines/)



<https://www.facebook.com/coastwma>



<https://twitter.com/CoastWaste>

SCHEDULE

Three-Day Conference Program + Bonus Events!

Coast Waste Management Association Annual Conference program is in the works. We will announce all presenters and speakers over the month of August. Our program and the day-to-day schedule below can change but we will update all delegates as we go.

Check back often as we build and finalize another great event! **All times are Pacific Time**

Virtual Hall Opens September 20, 2021

We will be opening our Virtual Hall (<https://cwma.ca/eventmobi-virtual-hall/>) on September 20, 2021 to all registered delegates to ensure they have a chance to update their networking profiles, familiarize themselves with the virtual application, and enjoy some relevant Bonus Events and On-Demand (pre-recorded) content.

▶ Pre-Conference Bonus Events (virtual only)

Registered Delegates can look forward to virtual bonus events leading up to the main conference dates. These events will also be recorded for on-demand playback so all delegates can have the opportunity to re-play.

Bonus Session 1: *Provincial Updates Panel*

Thursday, September 23 | 9:30 – 11:00 AM | Interview-style discussion/Q&A

Let's catch up on key changes and discuss shared challenges and opportunities with...

- **Lyndsay Poaps**, Recycling Council of British Columbia (<https://www.rcbc.ca/>)
 - **Christina Seidel**, Recycling Council of Alberta (<https://recycle.ab.ca/>)
 - **Joanne Fedyk**, Saskatchewan Waste Reduction Council (<http://www.saskwastereduction.ca/>)
 - **Jo-Anne St. Godard**, Recycling Council of Ontario/Circular Innovation Council (<https://rco.on.ca/>)
 - *Moderator: Alda Nicmans*, BC Product Stewardship Council (<http://www.bcproductstewardship.org/>)
-

Bonus Session 2: First Nations Waste Projects: Leading by Example

Thursday, October 7 | 9:30 – 11:15 AM | Presentations/Discussion/Q&A

Join us for a special showcase of First Nation's waste leadership initiatives from across the province.

Showcase Vignettes with:

- **Jen Fraser**, Synergy Foundation (<https://www.synergyenterprises.ca/>) / Ditidaht First Nation High School (<https://www.ditidahtschool.ca/>)
- **Danny Tourville**, Tzeachten First Nation (<https://www.tzeachten.ca/departments-tzeachten/housing-public-works/>)
- **Martin Dickson**, Thompson-Nicola Regional District (<https://www.tnrd.ca/services/garbage-recycling/>)

Followed by...

- **Tim Jones**, Recycle BC (FNRI) (<https://recyclebc.ca/first-nations-recycling-initiative/>)
 - **Rachelle Ormond**, Indigenous Services Canada (<https://www.sac-isc.gc.ca/eng/1491490781609/1533647730166>)
 - **Lucinda Phillips**, Indigenous Zero Waste Technical Advisory Group (<https://izwtag.com>)
 - *Moderator: Mark Kurschner, Product Care Recycling* (<https://www.productcare.org>)
-

Bonus Session 3: Strategies to Divert Healthcare Related PPE & SUP from landfills

Friday, October 15 | 10:00 – 11:30 AM | Presentations/Discussion/Q&A with...

COVID-19 has highlighted the staggering amount of single-use personal protective equipment (PPE) that medical and healthcare facilities use to keep people well-protected in hospitals, surgeries and care homes. We need diversion strategies from sustainable technologies and products to ways to manage this waste. Join our expert panel for this important discussion:

- **Edward Rubinstein**, University Health Network (<https://www.uhn.ca/>)
- **Tyler Lauinger**, Vitacore (<https://www.vitacore.ca/>)
- **Kady Cowan**, Canadian Coalition for Green Health Care (<https://greenhealthcare.ca>)
- *Moderator: TBA*

▷ **Day 1 Wednesday, October 20 | 8:00 AM to 4:00 PM**

Roundtables & Meetings (virtual & in-person) / Exhibition Hall Opens ¹²

CWMA Conference Roundtables are informative discussions for specific groups within our industry. Each year we invite conference delegates and cast the invitation out to a wider group who would be interested in taking part — opening our doors to ensure everyone can learn, discuss, and network. Times will be posted shortly. Planned Roundtables this year include:

- **Local Government Staff & First Nations**
- **Depot Operators & Stewardship Agencies**
- **Educators & Communicators**

Details and opt-in will be sent to registered delegates in October. Others will be invited to attend virtually only in October as well.

5:30 PM | Networking Reception (in-person)

▷ **Day 2 | Thursday, October 21 | 8:00 AM to 5:00 PM**

Plenary Sessions & Speakers (virtual & in-person). Panelists and speakers will be announced over the coming weeks!

8:00 AM | Welcome

8:30 AM | Keynote Speaker + Q&A

Keynote + open discussion and audience question and answer with

J.B. MacKinnon, Independent Journalist and Author: *The Day the World Stops Shopping*

9:30 AM | Networking Break

10:00 AM | Panel ~ In Search of Solutions for Commercial Recycling

Panel announced soon!

11:30 AM | Lunch & Networking Break

1:30 PM | Panel ~ Building a Thriving Reuse Economy

Panel presentations, open discussion, and audience question and answer with

- **Miriam Gordon**, Upstream (<https://upstreamsolutions.org>)
- **Jamie Kaminski**, Zero Waste Canada (<https://zerowastecanada.ca>)
- **Fiona Miller**, Centre for Sustainable Health Systems (<https://www.sustainablehealthsystems.ca>)
- **Alice Henry**, Share Reuse Repair (<https://www.sharereuserepair.org>)

3:00 PM | Networking Break

3:30 PM | Panel ~ Beyond Awareness: Leveraging the Public's Motivations and Frustrations

Panel announced soon!

5:00 PM | Day 1 Complete!**▷ Day 3 | Friday, October 22 | 8:00 AM to 12:30 PM**

Plenary Sessions & Speakers (virtual & in-person). Panelists and speakers will be announced over the coming weeks!

8:00 AM | Marquee Speaker Interview + Q&A

Come back soon to find out who our marquee speaker is!

8:30 AM | Panel ~ Reconceptualizing Waste as a Resource

Panel presentations, open discussion, and audience question and answer with

- **Faisal Mirza**, City of Vancouver (<https://vancouver.ca>)
- **Rustam Punja**, Geocycle Canada (<https://www.geocycle.com/canada>)
- **Helen Harakas**, Brands For Canada (<https://brandsforcanada.com>)
- **Laska Paré**, Flipside Plastics (<https://www.google.com/search?client=safari&rls=en&q=Flipside+Plastics&ie=UTF-8&oe=UTF-8>)

10:00 AM | Networking Break**10:30 AM | Panel ~ Marine Debris: From Policy to Action**

Panel presentations, open discussion, and audience question and answer with

- **Ryan Parmenter**, Plastics and Marine Litter · Environment and Climate Change Canada (<https://www.canada.ca/en/environment-climate-change/services/managing-reducing-waste/international-commitments/ocean-plastics-charter.html>)
- **Chloé Dubois**, Ocean Legacy Foundation (<https://oceanlegacy.ca>)
- **Lilly Woodbury**, Surfrider Canada (<http://www.canada.surfrider.org>)
- **Abby McLennan**, Let's Talk Trash/qathet RD (<http://letstalktrash.ca>)

12:00 PM | Epilogue Speaker

Come back soon to find out more about the Epilogue speaker!

12:30 PM | Event Conclusion



REGIONAL DISTRICT OF BULKLEY-NECHAKO

COMMITTEE OF THE WHOLE

MEMORANDUM

TO: Chair Thiessen and Committee of the Whole

FROM: Taddea Kunkel, First Nations Liaison

DATE: September 9, 2021

SUBJECT: National Day for Truth and Reconciliation

RECOMMENDATION: (all/directors/majority)

That the Committee recommend to the Board the approval of the amended Statutory and Legal Holidays Policy as presented.

BACKGROUND

The Government of Canada and the Province of British Columbia have recently announced the creation and recognition of September 30th as a new statutory holiday, called the National Day for Truth and Reconciliation, which coincides with Orange Shirt Day. As a response to the 80th call to action from the *Truth and Reconciliation Commission of Canada: Calls to Action*, this holiday will commemorate the tragic legacy of residential schools in Canada. It will further present opportunities for Canadians to become more aware of the past colonial policies and practices that have lingering systemic implications today.

With this new holiday, all public sector-regulated workplaces will either be closed or have reduced work hours on the day to pay respect to the holiday. Regional districts and municipalities across BC have recognized the new holiday and will be closing their offices on the day.

There have not been any announcements of official plans or activities by the provincial or federal governments. However, the province has indicated that they will be working collaboratively with Indigenous leaders, organizations, and communities to determine the best and most respectful way to commemorate the day in BC in future years.

To recognize and reiterate the tragic legacy of residential schools, a staff memo will be circulated to provide background on this new holiday and links to online educational resources.

Attachments:

1. Statutory and Legal Holidays Policy (with proposed updates)
2. National Day for Truth and Reconciliation Staff Memo



**REGIONAL DISTRICT OF BULKLEY-NECHAKO
STATUTORY AND LEGAL HOLIDAYS**

- (a) The recognized holidays shall be as follows:

New Years Day
Family Day
Good Friday
Easter Monday
Victoria Day
Canada Day (Dominion Day)
British Columbia Day
Labour Day
National Day for Truth and Reconciliation
Thanksgiving Day
Remembrance Day
Christmas Day
Boxing Day

and any other days proclaimed to be a holiday by the Federal or Provincial Government, or by the Regional District.

- (b) Each employee will be granted a “day off with pay” for each such holiday, provided that an employee was hired thirty (30) calendar days prior to the holiday and has worked fifteen (15) of those days and that the employee worked the last scheduled day before the next scheduled day after such recognized holiday or was absent on one or both days due to scheduled annual vacation or due to sickness.
- (c) When any such day falls during any permanent employees’ vacation with pay, and he would have become entitled to pay for such holiday not worked and he had not been on vacation, he shall receive an additional days’ vacation with pay in lieu thereof.
- (d) When any such day falls on a Saturday or Sunday, the preceding Friday or the following Monday shall be declared a holiday in lieu thereof.

REGIONAL DISTRICT OF BULKLEY-NECHAKO**MEMORANDUM**

TO: All Staff

**FROM: Curtis Helgesen, Chief Administrative Officer, and
Taddea Kunkel, First Nations Liaison**

DATE: September 2021

SUBJECT: National Day for Truth and Reconciliation Statutory Holiday

The Government of Canada and the Province of BC have made September 30th a new statutory holiday called the National Day for Truth and Reconciliation, which coincides with Orange Shirt Day. Created in response to the 80th call to action in the *Truth and Reconciliation Commission of Canada: Calls to Action*, the National Day for Truth and Reconciliation will commemorate the tragic legacy of residential schools in Canada. As the day is a statutory holiday, public sector workplaces will either be closed or have reduced work hours on the day to pay respect to the holiday.

As per RDBN Policy, this day will be incorporated into our recognized holidays and the office will be closed. While no official plans or activities have been made to mark the induction of this new holiday, the province has indicated that they will be working collaboratively with Indigenous leaders, organizations, and communities to determine the best and most respectful way to commemorate the day in BC in future years. As such, we hope that you all will take some time on the day to reflect on past and current policies that have negatively impacted the lives and livelihoods of Indigenous Peoples across Canada.

The creation of the National Day for Truth and Reconciliation marks another step forward in the Canadian pathway of meaningful reconciliation, following the Province of BC introducing the *Declaration on the Rights of Indigenous Peoples Act* (DRIPA) in 2019, and the Government of Canada introducing similar legislation in 2021. While governments are working collaboratively with Indigenous Peoples and communities on creating and implementing action plans, meaningful reconciliation goes beyond those plans. We must all continue to do our part in learning about the past policies and actions taken to marginalize and eradicate the culture and languages of Indigenous Peoples across the nation and their lingering systemic implications.

The reminder that "Every Child Matters" is especially pertinent to keep in mind as the confirmation of unmarked and undocumented grave and burial sites

increases, and survivors and families are reliving past traumas. First Nations communities in the Bulkley-Nechako region have also experienced these traumas, as Lejac Residential School operated in Fraser Lake for over 54 years.

While we may not be fully aware of the intergenerational trauma that residential schools have had, we can continue to learn from the shared stories of former students like Phyllis (Jack) Webstad about their experiences in residential school. Webstad's story about her first day of residential school at the age of six and the experience of her grandmother's gift, an orange shirt, being taken from her has helped raise awareness and inspired other survivors to share their stories. While we cannot go back and change Canada's history, we can continue to use September 30th as an opportunity to discuss residential schools and the legacy of other colonial policies across the country.

For those interested in learning more about residential schools in Canada, below are links to some online resources. Included in the list is a link for those interested in purchasing an orange shirt or other items from the Orange Shirt Day Society, as well as the link to read more about survivor Phyllis (Jack) Webstad's story.

Additional Information:

- **Orange Shirts:** <https://orangeshirtday.net/product-category/shirts/>
- **Phyllis (Jack) Webstad's story:** <https://www.orangeshirtday.org/phyllis-story.html>
- **Truth and Reconciliation Commission of Canada: Calls to Action** https://www2.gov.bc.ca/assets/gov/british-columbians-our-governments/indigenous-people/aboriginal-peoples-documents/calls_to_action_english2.pdf
- **A brief overview of residential school history and impacts:** <https://education.afn.ca/afntoolkit/wp-content/uploads/2018/04/Plaintalk-6-Residential-Schools.pdf>



Regional District of Bulkley-Nechako Committee of the Whole

To: Chair Thiessen and Board of Directors
From: John Illes, Chief Financial Officer
Date: September 9, 2021
Re: 2021 Remuneration Bylaw Update

Recommendation (All/Directors/Majority):

That staff bring back a bylaw to amend Bylaw No. 1837 “A Bylaw for Directors’ Remuneration” to a future Board Meeting with the proposed updates.

Background:

At the May 13th Rural/Agriculture committee meeting, the committee reviewed the current remuneration bylaw and made recommendations to bring back proposed bylaw changes to the Committee of the Whole for discussion. These changes were further discussed at the June 10th committee meeting, and at that meeting staff received direction to bring the changes back to a future Committee of the Whole for discussion with a recommendation of including extended health and dental benefits for Directors without impacting taxation, and wording changes to clarify the directors rural travel and remuneration allowance.

In addition, at the April 23rd 2020 Board meeting, the Board made a recommendation to increase the monthly internet reimbursement fees to Rural Directors. The proposed bylaw update includes this change.

Medical and Dental Benefits

The current benefit provider, has agreed to include all elected officials as a “staff member” in terms of providing extended health and dental benefits. The estimated cost is \$3,000 per director per year. Extended health and dental benefits are a “non-taxable” benefit similar to the elected officials’ allowance that made ½ of an elected official’s remuneration tax free in the past. The rural directors requested that staff bring back ways to implement this benefit in a cost neutral manner.

The most straight forward manner to implement this change would be to reduce the director’s basic remuneration from approximately \$775 to \$525 per month. The provision of the \$250 in benefits to each director is considered a non-taxable benefit making approximately 1/3 of the directors’ basic remuneration tax free again.



Directors that would be receiving only single benefits would be given a top up of \$125 per month and directors that weren't enrolled in the benefit package because they already have coverage from another source would receive a top up of \$250 per month. These top up amounts would be taxable. All directors, both municipal and electoral area, would be automatically enrolled in the benefit plan unless they provided proof of alternate coverage.

The inclusion of the directors in the benefit package for staff has valuable intangible benefits as compared with other options of providing these benefits to directors. This includes the simplification of payroll and benefits accounting and reporting, and an overall reduction in costs per individual as the number of covered members on the benefit package will allow for further savings as the Regional District would be moved to a "larger organization" category with respect to our insurance provider.

Payments for Meeting Days

Currently the bylaw only allows for Directors to claim a per diem meeting rate for Board and Committee meetings. The bylaw currently does not allow per diem meeting rate claims for meetings with other levels of government including First Nations governments, meetings with provincial staff, or days when a director attends a function or a ceremony on behalf of the Regional District.

The proposed bylaw amendment includes both a half day claim and a full day claim option for these types of meetings and functions.

Provision of Computer Services

The scope of what is provided has increased and will include software such as Microsoft 365, Adobe Acrobat, and systems support. Currently systems support is being provided but charged to staff administration. The cost for these services is estimated to be less than \$200 per year per director and will also allow for extra computer security.

Rural Directors Travel and Remuneration Allowance

The proposed language in the bylaw is simplified and clarified. Any unused funds remain in the Rural Government Legislative budget after the end of the year to reduce taxes in the following year's budget. This proposed change will not have a taxation impact for future budgets. While not explicit in these proposed changes, the Electoral Area Directors can always pool a portion of their funds as well as transfer funds to each other by a committee motion.

Clarification of Meal Expense Claims

Many directors are claiming meal expenses for important director travel within the Regional District that are not "sanctioned events" or are "authorized" by the board.

PROPOSAL²²

REGIONAL DISTRICT OF BULKLEY-NECHAKO BYLAW 1837

A Bylaw for Directors' Remuneration

WHEREAS, pursuant to the provisions of the *Local Government Act*, a Board may adopt procedures, conditions and amounts for Directors' remuneration and expenses;

NOW THEREFORE the Board of the Regional District of Bulkley Nechako in open meeting assembled enacts as follows:

1. TITLE:

This bylaw shall be cited as the "Regional District of Bulkley Nechako Directors' Remuneration and Expenses Bylaw No. 1837, 2018".

2. PRINCIPLES

Directors' remuneration and reimbursement for expenses shall be guided by the following principles:

- (A) Directors' remuneration should be structured to recognize the importance of this publicly elected office and provide a reasonable incentive to attract and retain quality individuals to these positions.
- (B) Directors are expected to conduct their business in such a way as to optimize the value to the taxpayer.
- (C) Directors should be reimbursed for their reasonable expenses in carrying out their responsibilities.
- (D) Directors should not use expenses charged for Regional District business to subsidize their personal or business activities.

3. DEFINITIONS:

In this bylaw, unless the context otherwise requires:

Board Day means the day of the regular meeting of the Board for the purposes of conducting regional board business and includes both the public and, when necessary, in-camera portions of the meeting.

Committee means a Committee to which a Director has been appointed by either the Board or the Chair of the Regional District.

Committee of the Whole Meeting means the days on which the entire Board membership meets in a Committee format to discuss and make recommendations to the RDBN Board on broad regional topics such as policy issues, etc.

Meals means food and non-alcoholic beverages consumed by individual Directors while attending sanctioned events when the meal service is not already provided.

Miscellaneous Expenses means reimbursable travel-related expenses not expressly dealt with elsewhere in this bylaw, such as: parking fees; hotel internet costs, fares for taxis, airport shuttle services, ferries, buses, toll booth fees, etc.

Per Diem Rates means the maximum a Director may claim for meals and incidentals while on Regional District business.

4. INTERPRETATION AND APPLICATION

- (A) The Regional District Finance Chair (or the Vice Chair if a Finance Chair is not appointed) shall be responsible for reviewing and approving Directors' Remuneration and Expense Reports.
- (B) The Regional District Board Chair shall be responsible for reviewing and approving the Finance Chair's Remuneration and Expense Reports.
- (C) Disputes regarding Directors' Remuneration and Expense Reports shall be forwarded to the Regional District Board for resolution.

5. REMUNERATION

- (A) Remuneration shall be paid to Directors for the discharge of the duties of office. Remuneration shall be comprised of the following:
 - (i) **Directors, Chair and Vice Chair, Committee Chair Remuneration** -- to be determined and paid pursuant to Schedule A, attached to and forming part of this bylaw; and,
 - (ii) **Remuneration for attendance at meetings** -- to be determined in accordance with Schedule B, attached to and forming part of this bylaw.

- (B) A Director shall not receive remuneration for wages lost through absence from work or income deemed lost due to attendance at any meeting or as a delegate representing the Regional Board.

6. OTHER REMUNERATION

Travel time remuneration -- to be determined and paid pursuant to Schedule C, attached to and forming part of this bylaw.

7. ALTERNATE DIRECTORS

- (A) When replacing a Director, an Alternate Director is eligible to receive business meeting remuneration in accordance with Schedule B, travel time remuneration in accordance with Schedule C and reimbursement of expenses in accordance with Section 8.
- (B) As an exception to the above, Alternate Directors are not authorized to attend conventions/seminars or other non-business sessions on behalf of the Director.
- (C) Reimbursement for travel expenses and remuneration is authorized for newly appointed Alternate Directors to attend their first Board meeting accompanied by the Director of the electoral area.

8. EXPENSES

Directors shall be reimbursed for reasonable expenses incurred while discharging the duties of office in accordance with the following:

(A) Transportation Costs

- (i) A Director shall be paid a "personal vehicle allowance" per kilometre for the use of their personal vehicle as transportation for Regional District business conducted:
- a) within the Director's electoral area;
 - b) for sanctioned meetings; and
 - c) other meetings/events authorized by the Board or by the Chair where time constraints preclude Board consideration.

The personal vehicle allowance rate for the above-approved travel shall be the rate published by Canada Revenue Agency's automobile allowance rate per kilometre.

The District shall not reimburse the Director for stand-by charges of his personal vehicle while he is attending a meeting. Stand-by refers to the

privately owned vehicle being situated at the point of departure or at the place of the meeting.

For the purpose of calculating distances travelled, the Director's normal place of residence, within the Regional District, shall be considered the starting point and point of return of any trip.

For trips exceeding 600 kilometres, Directors shall be entitled to reasonable accommodation en-route.

No additional personal vehicle allowance is payable for carrying passengers.

- (iii) The amount paid shall not exceed the lesser of the cost of economy airfare and associated ground transportation cost or the personal vehicle allowance.
- (iv) Directors who choose to use commercial transportation shall be reimbursed the actual cost of such transportation based on economy class fares.

(B) Accommodation Costs

- (i) In general, Directors shall be reimbursed for the actual cost of commercial accommodation. For conventions, Board meetings, and Committee of the Whole meetings, commercial accommodation will typically be booked and paid for by the District. A Director may choose to stay at accommodation other than the designated accommodation provided by the corporation; however, they will be responsible for making their own arrangements and will be reimbursed a maximum of the amount charged for the corporate accommodation.
- (ii) A Director who utilizes non-commercial facilities for overnight accommodation shall be paid a private accommodation allowance, provided the period of accommodation would not exceed that required for the purpose of attending to Regional District business. The private accommodation rate shall be the rate paid \$60.
- (iii) Where specific provisions are required to address disability or health issues that are not available in the designated accommodation, a Director may choose to stay at an alternative, comparable accommodation and in such a case, the Director may request that the Chair authorize additional reimbursement.

(C) Meal Expenses

In lieu of reimbursement of actual expenses for meals and incidentals while on Regional District business, a Director may claim the following allowances:

For Meals and Incidentals within the Regional District

Full Day	Breakfast	Lunch	Dinner
\$69	\$23	\$23	\$23

For Meals and Incidentals Outside the Regional District

Full Day	Breakfast	Lunch	Dinner
\$86	\$23	\$23	\$40

A claim for meals can only be made if it has not been provided by the Regional District or as part of a convention or other event. Where meals are provided, there is no reimbursement if the Director chooses to eat elsewhere. Exceptions would include where there are special dietary needs or the inability to take advantage of paid meals because of a timing conflict with other Regional District business. To claim meals, travel status must:

- Begin before 7 am on the date of departure to claim breakfast
- Begin before 12 pm on the date of departure (and end after 1 pm on the date of return) to claim lunch
- End after 6 pm on the date of return to claim dinner

(D) Miscellaneous Expenses

- (i) While away from his/her residence on regional district business, Directors are entitled to reasonable reimbursement of other expenses necessarily incurred such as parking fees, taxis, hotel internet services, ferries, toll booths, etc. Receipts must be provided.
- (ii) Miscellaneous expenses as defined in section 3 shall be reimbursed at actual cost.

(E) Loyalty Programs and Other Travel Programs

- a. Provided that there are no additional costs to the Regional District, Directors travelling on Regional District business can join loyalty programs and retain benefits offered by the travel industry for business or personal use. Such privilege is conditional upon the use of approved services and products wherever possible.

(F) Authorization for Out-of-District Travel

- (i) In general, out-of-district travel will be authorized by the Board.

- (ii) In the absence of Board authorization, the Chair, or in his absence, the Vice-Chair, may authorize out-of-district travel where such travel is necessary to carry out the business of the Regional District.
- (iii) No travel expenses or accommodation expenses for out-of-district travel shall be paid to any member of the Regional District Board unless the travel was first authorized by Board Resolution, or by the Chair/Vice-Chair.

(G) Extraordinary Expenses

Extraordinary expenses which are in excess of the amounts available under this bylaw shall be accounted for on the Director's claim, accompanied by receipts and details of the circumstances. Such a claim will be paid following review of both the Chair and Vice-Chair.

(H) Attendance at Commission Meetings

Directors attending meetings of Commissions to which they are appointed by the Board of the Regional District will be reimbursed for expenses in accordance with this section.

9. INSURANCE - USE OF PRIVATE VEHICLE

- (A) Directors shall be reimbursed for the cost of the deductible for one comprehensive claim per calendar year to a maximum of \$300 for damage to the vehicle or \$300 for windshield replacement, provided the damage to the vehicle was incurred while on regional district business and a receipt is provided.
- (B) Directors are required to ensure that the vehicle(s) they use for regional district business are insured for business class purposes. Upon submitting proof of coverage, the Director will be reimbursed for the difference in cost between insuring one of his/her vehicles for pleasure and business class purposes.
- (C) The Regional District does not accept any liability under any circumstances for claims arising from the use of privately owned vehicles, but will carry additional liability insurance over and above that which Directors carry on their personal vehicles, for claims arising from use of the vehicle while on RDBN business.

10. COMMUNICATIONS

- (A) All directors will be provided with a cell phone by the RDBN and with a RDBN email address. The RDBN email address will be used for all communication with the RDBN. Where a municipal director is provided a cell phone and a municipal email address (meeting RDBN security requirement) by their municipality, the

RDBN will reimburse the municipality 50% of the cost associated with this service to the municipality or 50% of the cost of the service if provided by the RDBN whichever is less. The RDBN will not reimburse directors for corporate use of their personal devices or cell phones.

- (B) Electoral Area directors will be reimbursed up to \$125 per month for home internet service upon the provision of receipts. A one-time fee of up to \$200 may be reimbursed for the installation costs associated with the provision of, or a higher speed internet service.
- (C) Electoral Area directors will be reimbursed up to \$2000 per term for a tablet or portable lap top computer upon receipt. Municipalities will be provided 50% of the costs associated with providing their municipal director with a tablet or portable lap top computer to a maximum of \$1000. Electoral Area directors will be provided technical support and business software that is determined by the Regional District's Information Officer (or similar position) as required to support their role as Director.

11. LOCAL GOVERNMENT CONVENTIONS

- (A) Electoral Area Directors will be allocated no less than \$10,000 (to be increased by CPI annually) to attend conventions and meetings related to their work as an Electoral Area Director including meetings with Elected Officials or officer of other governments including Indigenous Governments.

This amount includes costs associated with attendance at UBCM and NCLGA. This amount may be used for convention costs, travel and remuneration.

Costs will be reimbursed at the regular expense rate described in this bylaw. Remuneration rates will be either at the ½ day or full day meeting rates listed in Schedule B.

- (B) The Board of the Regional District may send any director to any convention or meeting with its associated cost paid from "General Government – Legislative" at its discretion.
- (C) The Rural Directors may send any director to any convention or meeting with its associated costs paid from "Rural Government – Legislative" at its discretion.
- (D) This section does not apply to the Chair (or Vice Chair) in performing the duties of the Chair.

12. REPEAL

Regional District of Bulkley-Nechako Directors' Remuneration Bylaw No. 1717, 2014
and all bylaws enacted in amendment thereto are hereby repealed.

13. EFFECTIVE DATE

This bylaw comes into effect January 1, 2019.

SCHEDULE A

Chair and Directors' Remuneration

1) Directors' Basic Remuneration

Effective upon adoption of this bylaw, each Director of the Regional District of Bulkley Nechako shall be paid a "Basic" remuneration of \$525 per month, thereafter to be increased annually and rounded to the nearest dollar on January 1st, based on the previous year's consumer price index (yearly average for the Province of B. C. as published by Statistics Canada), for completion of his or her duties of office. In the event that there is no increase to the consumer price index, or if it were to decline, the basic remuneration rate would remain the same as in the previous year.

2) Rural Directors' Local Governance Remuneration

Effective upon adoption of this bylaw, each Electoral Area Director of the Regional District of Bulkley Nechako shall be paid an additional 0.62 of the basic remuneration per month for completion of his or her duties of office. In addition each Electoral Area director will receive \$1 for each resident in his/her Electoral Area based on the most recent Canadian Census figures per annum paid in instalments of 8.33 cents per resident monthly.

3) Chair, Vice-Chair, and Committee Chair Remuneration

- A) The Chair of the Regional District Board shall receive an additional amount equal to 2.0 times the basic remuneration.
- B) The Vice-Chair of the Regional District Board shall receive an additional amount equal to 0.75 times the basic remuneration.
- C) A Committee Chair of the Regional District Board shall receive an additional amount equal to 0.50 times the basic remuneration.
- D) An appointed cheque signer (that is not Chair of the Finance Committee or the Board Chair or Vice Chair) shall receive an additional amount equal to 0.15 times the basic remuneration.

4) Acting Chair

In addition to his/her remuneration for attendance at a Board meeting as specified in this schedule, any Board member who serves as Acting-Chair on Board Day due to the absence of the Chair and Vice-Chair, shall be compensated \$200 for his/her services in chairing the Board meeting.

5) Emergency Operations

Directors required to attend office at the Regional District or other meetings to support emergency operations will receive the meeting ½ or full day rate (see Schedule B). The board must approve or ratify the Director's attendance for this allowance to be received.

6) Partner's Program Expense

Once a year, the Regional District will pay the registration fees for the partner's program and any additional accommodation costs for the spouse of a Director to stay in the Director's hotel room when attending either a convention or conference.

7) Extended Health and Dental Benefits

Extended Health and Dental Benefits will be provided to all Directors. Directors that can provide proof of other coverage can waive this benefit and receive a top up of \$250 per month. Directors that receive only individual (rather than family) health and dental benefits will receive a top up of \$125 per month.

SCHEDULE B

Meeting Remuneration

It must be noted that the following table is intended to provide examples of categories of meetings and the remuneration applicable to that category. It must be recognized that the Board may eliminate or establish committees from time to time, which may or may not be eligible for remuneration in accordance with the applicable category.

- (A) For attendance at meetings, Directors will be remunerated and expenses will be paid in accordance with the attached table.
- (B) Those meetings which receive remuneration as indicated in the attached table are deemed to be "Sanctioned Meetings".
- (C) Where more than one meeting is held on the same day, the meetings shall be deemed to be one meeting.
- (D) Directors are only eligible for remuneration where an agenda for the meeting is prepared and distributed in advance and minutes are recorded and submitted to the Board for consideration or for meetings called because of an emergency.
- (E) Where a Director attends a meeting by means of electronic communications, remuneration shall be at the normal rate for that meeting.
- (F) Remuneration for meetings not listed on the attached table must be approved by the Board. It is noted that Directors may choose to accept appointments to a wide variety of bodies; however, except as specifically provided for herein, those appointments shall be without remuneration. For clarity, meetings regarding a Director's local services, Regional District public hearings, and Advisory Planning Committee and commission meetings are excluded from remuneration under this section.

Meeting Type	Allowance *		Notes
	Half Day < 3.5 hrs	Full Day 3.5 hrs+	
Board and Committee Meetings	\$235	\$235	Travel time may be claimed (if applicable)
Other meetings approved by Board motion within the Regional District	\$118	\$235	Travel time may be claimed (if applicable)
<p>For the Chair, the Vice Chair acting as Chair, Committee Chairs (acting in their role of Committee Chair) and for Electoral Area Directors:</p> <p>Attendance and travel to political conventions or similar events, for attendance at meetings between the Regional District and other levels of government including with First Nations Governments, and for the attendance at ceremonial events.</p> <p>Attendance by virtual means is included.</p>	\$118	\$235	<p>Includes time spent travelling to these events.</p> <p>Additional travel time is not applicable.</p> <p>All costs are charged to rural government except for costs associated with travel and remuneration of the chair or committee chair are charged to general government.</p>

* to be increased annually on January 1st, based on the previous year's consumer price index (yearly average for the Province of B. C. as published by Statistics Canada), for completion of his or her duties of office. In the event that there is no increase to the consumer price index, or if it were to decline, the basic remuneration rate would remain the same as in the previous year.

Schedule C

Travel Time Remuneration

1. Travel time remuneration of \$25 for every 100 kilometres driven (for trips over 20 km [one way]) shall apply to all travel when attending all meetings within the Regional District boundaries and include:
 - A) All travel by Board Chair or Vice-Chair when representing the RDBN within the Regional District;
 - B) Travel by Directors to sanctioned meetings within the Regional District; and
 - C) Travel by Directors to meetings/events outside a Director's area authorized by the Board or by the Chair where time constraints preclude Board consideration.

2. Travel remuneration for all travel outside the Region District boundaries or for attendance at conventions or similar events within the regional district shall be at the meeting rate described in Schedule B.

REGIONAL DISTRICT OF BULKLEY-NECHAKO

BENEFIT SUMMARY –SUN LIFE

Plan Design – Class B – Elected Directors Benefit Year: January - December
<p>Eligibility</p> <ul style="list-style-type: none"> ▪ Permanent employees, who work at least 20 hours per week are eligible for coverage ▪ Class B : Benefits commence following 6 months of continuous employment
<p>Spouse / Dependent Definition</p> <ul style="list-style-type: none"> ▪ Spouse, legal or common-law - Common-law spouse means a partner of the opposite or same sex who is publicly represented as your spouse ▪ Unmarried children under age 23 or under age 26 years of age if they are full-time students ▪ Children who are incapable of supporting themselves because of physical or mental disorder are covered without age limit if the disorder begins before they turn 23, or while they are students under 26.
<p>Extended Health Care</p> <ul style="list-style-type: none"> ▪ Deductible: Single - \$25, Family - \$25 ▪ Reimbursement is 100% for Drugs expenses (after deductible). Lowest Priced Equivalent, unless specifically approved by Sun Life, Drug Card ▪ 100% coinsurance for all other medical, including: In-province hospital, convalescent hospital, Out-of-Province emergency services, In-Province medical travel, Medical services & equipment, Paramedical services, Vision care. ▪ In-Province medical travel, - \$2,000 lifetime maximum travel costs for medical or surgical treatment not available locally ▪ Medical Referral Services out-of-province – 80% ▪ Paramedical Practitioners – combined maximum of \$1,000 per person per year for all paramedical specialists listed: psychologist/social worker, massage therapist, speech therapist, physiotherapist, naturopaths, acupuncturists, audiologists, dieticians, occupational therapists, osteopaths/osteopathic practitioners, chiropractors, podiatrists/chiropractists. ▪ Best Doctors – employee, spouse and children, parents, parents-in-law. ▪ Lumino Health Virtual – Through Dialogue Services, provides a variety of services including access to medical professionals, virtually - https://luminovc.dialogue.co/ ▪ Drugs for the treatment of infertility, up to a lifetime maximum of \$2,400 for each person. ▪ IUDs and diaphragms are covered ▪ Vaccines, Injectable Drugs and vitamins (prescribed by a doctor) ▪ Hospital - Semi-Private room ▪ Convalescent Hospital - up to \$20 per day/180 days ▪ Licensed Ambulance Services ▪ Diagnostic Services – Lab tests, ultrasounds, MRI, CT up to a combined max of \$500 per person per benefit year ▪ Diabetic Supplies ▪ Blood Glucose Monitor - \$700 lifetime max ▪ Continuous Glucose Monitor (CGM) receivers, transmitters or sensors, combined maximum of \$4,000 per person per benefit year. ▪ Elastic support stockings, including pressure gradient hose, up to a maximum of 2 pairs per person in a benefit year. ▪ Custom-made Orthotic inserts for shoes when prescribed - \$300 per benefit year. ▪ Custom-made orthopaedic shoes or modifications to orthopaedic shoes when prescribed - \$300 per benefit year. ▪ Medically necessary equipment (rented or purchased) – least expensive equipment that meets basic needs ▪ Wheelchair – manual, unless the person’s medical condition warrants the use of electric. ▪ Wigs – following Chemotherapy \$300 per year ▪ Hearing aids - \$500 every 3 benefit years ▪ Accidental Dental coverage – 100% ▪ Emergency Treatment Outside the Province/Country – Trip duration limit: 60 days. ▪ Emergency Travel Assistance included – Must contact Allianz Global Assistance <i>BEFORE</i> services are provided ▪ 3,000,000 lifetime maximum per person for Out-of-Canada services ▪ 24 month survivor benefit ▪ Coverage terminates at retirement
<p>Vision Care</p> <ul style="list-style-type: none"> ▪ Vision Care - \$400 max (no deductible) for contact lenses, eyeglasses or laser eye correction surgery in any 12 month period for a person under age 18, or in any 24 month period for any other person. ▪ Eye exams - Optometrist or ophthalmologist up to \$100/person over 2 benefit years.

Plan Design – Class B – Elected Directors
Benefit Year: January - December

Dental Care

- No annual deductible
- Basic & Preventative Services – 100% with a combined annual max for all services of \$2,500
- Major Services – 60% with a combined annual max for all services of \$2,500
- Orthodontic – 50% for children under age 19. \$3,000 Lifetime maximum per person

BASIC SERVICES

- 6 month recall
- 1 complete oral exam and 1 specialty exam every 36 months
- 4 bitewing x-rays every 6 months
- 1 complete series of x-rays or 1 Panorex every 36 months
- Tests and Labs
- Scaling/Tartar removal – 10 units of 15 minutes in any 12 month period
- Polishing & Fluoride - 1 unit every 6 months
- Filings – Silver and white
- Pre-fabricated metal or plastic restorations, including stainless steel crown. Separated by at least 36 months
- Root Canal Therapy – 1 Standard treatment per tooth every 5 years.
- Extractions and Oral Surgery
- Periodontal appliance separated by 12 months & periodontal appliance adjustment or reline. 1 unit of 15 minutes in any 12 month period.
- Anaesthesia, Conscious Sedation, Therapeutic Injections
- Repairing, Relining, Rebasing Dentures – 1 reline or rebase win any 12 month period

MAJOR SERVICES

- Inlays and onlays
- Crowns – separated by 5 years
- Full dentures. Replacements must be separated by at least 5 years.
- Partial dentures. Replacements must be separated by at least 5 years
- Bridges – Least expensive alternate procedure. Limited to teeth extracted while you are covered under this plan
- Replacement Bridges – After 12 months of coverage and are at least 10 years old
- TMJ procedures -\$1,000
- 24 month survivor benefit
- Coverage terminates at retirement

Employee and Family Assistance - LifeWorks

- This benefit provides Support and Resources related to Family, Health, Life, Money and Work
- Login.lifeworks.com or mobile app
- Login ID:
- Password:
- Toll-Free

E&OE

July 2021

38 ORIGINAL

REGIONAL DISTRICT OF BULKLEY-NECHAKO BYLAW 1837

A Bylaw for Directors' Remuneration

WHEREAS, pursuant to the provisions of the *Local Government Act*, a Board may adopt procedures, conditions and amounts for Directors' remuneration and expenses;

NOW THEREFORE the Board of the Regional District of Bulkley Nechako in open meeting assembled enacts as follows:

1. TITLE:

This bylaw shall be cited as the "Regional District of Bulkley Nechako Directors' Remuneration and Expenses Bylaw No. 1837, 2018".

2. PRINCIPLES

Directors' remuneration and reimbursement for expenses shall be guided by the following principles:

- (A) Directors' remuneration should be structured to recognize the importance of this publicly elected office and provide a reasonable incentive to attract and retain quality individuals to these positions.
- (B) Directors are expected to conduct their business in such a way as to optimize the value to the taxpayer.
- (C) Directors should be reimbursed for their reasonable expenses in carrying out their responsibilities.
- (D) Directors should not use expenses charged for Regional District business to subsidize their personal or business activities.

3. DEFINITIONS:

In this bylaw, unless the context otherwise requires:

Board Day means the day of the regular meeting of the Board for the purposes of conducting regional board business and includes both the public and, when necessary, in-camera portions of the meeting.

Committee means a Committee to which a Director has been appointed by either the Board or the Chair of the Regional District.

Committee of the Whole Meeting means the days on which the entire Board membership meets in a Committee format to discuss and make recommendations to the RDBN Board on broad regional topics such as policy issues, etc.

Meals means food and non-alcoholic beverages consumed by individual Directors while attending sanctioned events when the meal service is not already provided.

Miscellaneous Expenses means reimbursable travel-related expenses not expressly dealt with elsewhere in this bylaw, such as: parking fees; hotel internet costs, fares for taxis, airport shuttle services, ferries, buses, toll booth fees, etc.

Per Diem Rates means the maximum a Director may claim for meals and incidentals while on Regional District business.

4. INTERPRETATION AND APPLICATION

- (A) The Regional District Finance Chair (or the Vice Chair if a Finance Chair is not appointed) shall be responsible for reviewing and approving Directors' Remuneration and Expense Reports.
- (B) The Regional District Board Chair shall be responsible for reviewing and approving the Finance Chair's Remuneration and Expense Reports.
- (C) Disputes regarding Directors' Remuneration and Expense Reports shall be forwarded to the Regional District Executive Committee for resolution. If the dispute is not resolved at the Executive Committee, the matter shall be forwarded to the Regional District Board.

5. REMUNERATION

- (A) Remuneration shall be paid to Directors for the discharge of the duties of office unless pay is suspended in accordance with the Regional District Code of Conduct and Ethics. Remuneration shall be comprised of the following:
 - (i) **Directors, Chair and Vice Chair, Standing Committee Chair Remuneration** -- to be determined and paid pursuant to Schedule A, attached to and forming part of this bylaw; and,
 - (ii) **Remuneration for attendance at meetings** -- to be determined in accordance with Schedule B, attached to and forming part of this bylaw.

- (B) A Director shall not receive remuneration for wages lost through absence from work or income deemed lost due to attendance at any meeting or as a delegate representing the Regional Board.

6. OTHER REMUNERATION

Travel time remuneration -- to be determined and paid pursuant to Schedule C, attached to and forming part of this bylaw.

7. ALTERNATE DIRECTORS

- (A) When replacing a Director, an Alternate Director is eligible to receive business meeting remuneration in accordance with Schedule B, travel time remuneration in accordance with Schedule C and reimbursement of expenses in accordance with Section 8.

(B) As an exception to the above, Alternate Directors are not authorized to attend conventions/seminars or other non-business sessions on behalf of the Director.

(C) Reimbursement for travel expenses and remuneration is authorized for newly appointed Alternate Directors to attend their first Board meeting accompanied by the Director of the electoral area.

8. EXPENSES

Directors shall be reimbursed for reasonable expenses incurred while discharging the duties of office in accordance with the following:

(A) Transportation Costs

- (i) A Director shall be paid a "personal vehicle allowance" per kilometre for the use of their personal vehicle as transportation for Regional District business conducted:
- a) within the Director's electoral area;
 - b) for sanctioned meetings; and
 - c) other meetings/events authorized by the Board or by the Chair where time constraints preclude Board consideration.

The personal vehicle allowance rate for the above-approved travel shall be the rate published by Canada Revenue Agency's automobile allowance rate per kilometre.

The District shall not reimburse the Director for stand-by charges of his personal vehicle while he is attending a meeting. Stand-by refers to the privately owned vehicle being situated at the point of departure or at the

place of the meeting.

For the purpose of calculating distances travelled, the Director's normal place of residence, within the Regional District, shall be considered the starting point and point of return of any trip.

For trips exceeding 600 kilometres, Directors shall be entitled to reasonable accommodation en route.

No additional personal vehicle allowance is payable for carrying passengers.

- (iii) The amount paid shall not exceed the lesser of the cost of economy airfare and associated ground transportation cost or the personal vehicle allowance.
- (iv) Directors who choose to use commercial transportation shall be reimbursed the actual cost of such transportation based on economy class fares.

(B) Accommodation Costs

- (i) In general, Directors shall be reimbursed for the actual cost of commercial accommodation. For conventions, Board meetings, and Committee of the Whole meetings, commercial accommodation will typically be booked and paid for by the District. A Director may choose to stay at accommodation other than the designated accommodation provided by the corporation; however, they will be responsible for making their own arrangements and will be reimbursed a maximum of the amount charged for the corporate accommodation.
- (ii) A Director who utilizes non-commercial facilities for overnight accommodation shall be paid a private accommodation allowance, provided the period of accommodation would not exceed that required for the purpose of attending to Regional District business. The private accommodation rate shall be the rate paid \$60.
- (iii) Where specific provisions are required to address disability or health issues that are not available in the designated accommodation, a Director may choose to stay at an alternative, comparable accommodation and in such a case, the Director may request that the Chair authorize additional reimbursement.

(C) Meal Expenses

In lieu of reimbursement of actual expenses for meals and incidentals while on authorized Regional District business or attending a sanctioned event on behalf of the Regional District, a Director may claim the following allowances:

Travel within the Regional District

Full Day	Breakfast	Lunch	Dinner
\$65	\$15	\$20	\$30

Travel Outside the Regional District

Full Day	Breakfast	Lunch	Dinner
\$80	\$20	\$25	\$35

A claim for meals can only be made if it has not been provided by the Regional District or as part of a convention or other event. Where meals are provided, there is no reimbursement if the Director chooses to eat elsewhere. Exceptions would include where there are special dietary needs or the inability to take advantage of paid meals because of a timing conflict with other Regional District business. To claim meals, travel status must:

- Begin before 7 am on the date of departure to claim breakfast
- Begin before 12 pm on the date of departure (and end after 1 pm on the date of return) to claim lunch
- End after 6 pm on the date of return to claim dinner

(D) Miscellaneous Expenses

- (i) While away from his/her residence on regional district business, Directors are entitled to reasonable reimbursement of other expenses necessarily incurred such as parking fees, taxis, hotel internet services, ferries, toll booths, etc. Receipts must be provided.
- (ii) Miscellaneous expenses as defined in section 3 shall be reimbursed at actual cost.

(E) Loyalty Programs and Other Travel Programs

- a. Provided that there are no additional costs to the Regional District, Directors travelling on Regional District business can join loyalty programs and retain benefits offered by the travel industry for business or personal use. Such privilege is conditional upon the use of approved services and products wherever possible.

(F) Authorization for Out-of-District Travel

- (i) In general, out-of-district travel will be authorized by the Board.

- (ii) In the absence of Board authorization, the Chair, or in his absence, the Vice-Chair, may authorize out-of-district travel where such travel is necessary to carry out the business of the Regional District.
- (iii) No travel expenses or accommodation expenses for out-of-district travel shall be paid to any member of the Regional District Board unless the travel was first authorized by Board Resolution, or by the Chair/Vice-Chair.

(G) Extraordinary Expenses

Extraordinary expenses which are in excess of the amounts available under this bylaw shall be accounted for on the Director's claim, accompanied by receipts and details of the circumstances. Such a claim will be paid following review and approval by both the Chair of the Board and the Finance/Audit Committee Chair.

(H) Attendance at Commission Meetings

Directors attending meetings of Commissions to which they are appointed by the Board of the Regional District will be reimbursed for expenses in accordance with this section.

9. INSURANCE - USE OF PRIVATE VEHICLE

- (A) Directors shall be reimbursed for the cost of the deductible for one comprehensive claim per calendar year to a maximum of \$300 for damage to the vehicle or \$300 for windshield replacement, provided the damage to the vehicle was incurred while on regional district business and a receipt is provided.
- (B) Directors are required to ensure that the vehicle(s) they use for regional district business are insured for business class purposes. Upon submitting proof of coverage, the Director will be reimbursed for the difference in cost between insuring one of his/her vehicles for pleasure and business class purposes.
- (C) The Regional District does not accept any liability under any circumstances for claims arising from the use of privately owned vehicles, but will carry additional liability insurance over and above that which Directors carry on their personal vehicles, for claims arising from use of the vehicle while on RDBN business.

10. COMMUNICATIONS

- (A) All directors will be provided with a cell phone by the RDBN and with a RDBN email address. The RDBN email address will be used for all communication with the RDBN. Where a municipal director is provided a cell phone and a municipal email address (meeting RDBN security requirement) by their municipality, the RDBN will reimburse the municipality 50% of the cost associated with this service

- to the municipality or 50% of the cost of the service if provided by the RDBN whichever is less. The RDBN will not reimburse directors for corporate use of their personal devices or cell phones.
- (B) Electoral Area directors will be reimbursed up to \$75 per month for home internet service upon the provision of receipts.
 - (C) Electoral Area directors will be reimbursed up to \$2000 per term for a tablet or portable lap top computer upon receipt. Municipalities will be provided 50% of the costs associated with providing their municipal director with a tablet or portable lap top computer to a maximum of \$1000.

11. LOCAL GOVERNMENT CONVENTIONS

- (A) Electoral Area Directors will be allocated \$2000 to attend conventions and meetings related to their work as an Electoral Area Director. This amount does not include costs associated with attendance at UBCM and NCLGA. This amount may be used for convention costs, travel and remuneration. Costs will be reimbursed at the regular expense rate described in this bylaw. Electoral Area Directors that choose not to attend UBCM or NCLGA conventions may increase this amount by the amount staff estimate attendance at these conventions would cost.
- (B) The Board of the Regional District may send any director to any convention or meeting with its associated cost paid from "General Government – Legislative" at its discretion.
- (C) The Rural Directors may send any director to any convention or meeting with its associated costs paid from "Rural Government – Legislative" at its discretion.
- (D) This section does not apply to the Chair (or Vice Chair) in performing the duties of the Chair.

12. REPEAL

Regional District of Bulkley-Nechako Directors' Remuneration Bylaw No. 1717, 2014 and all bylaws enacted in amendment thereto are hereby repealed.

13. EFFECTIVE DATE

This bylaw comes into effect January 1, 2019.

SCHEDULE A

Chair and Directors' Remuneration

1) Directors' Basic Remuneration

Effective upon adoption of this bylaw, each Director of the Regional District of Bulkley Nechako shall be paid a "Basic" remuneration of \$775 per month, thereafter to be increased annually and rounded to the nearest dollar on January 1st, based on the previous year's consumer price index (yearly average for the Province of B. C. as published by Statistics Canada), for completion of his or her duties of office. In the event that there is no increase to the consumer price index, or if it were to decline, the basic remuneration rate would remain the same as in the previous year.

2) Rural Directors' Local Governance Remuneration

Effective upon adoption of this bylaw, each Electoral Area Director of the Regional District of Bulkley Nechako shall be paid an additional 0.62 of the basic remuneration per month for completion of his or her duties of office. In addition each Electoral Area director will receive \$1 for each resident in his/her Electoral Area based on the most recent Canadian Census figures per annum paid in instalments of 8.33 cents per resident monthly.

3) Chair, Vice-Chair, and Committee Chair Remuneration

- A) The Chair of the Regional District Board shall receive an additional amount equal to 2.0 times the basic remuneration.
- B) The Vice-Chair of the Regional District Board shall receive an additional amount equal to 0.75 times the basic remuneration.
- C) A Committee Chair of the Regional District Board shall receive an additional amount equal to 0.50 times the basic remuneration.
- D) An appointed cheque signer (that is not Chair of the Finance Committee or the Board Chair or Vice Chair) shall receive an additional amount equal to 0.15 times the basic remuneration.

4) Acting Chair

In addition to his/her remuneration for attendance at a Board meeting as specified in this schedule, any Board member who serves as Acting-Chair on Board Day due to the absence of the Chair and Vice-Chair, shall be compensated \$200 for his/her services in chairing the Board meeting.

5) Emergency Operations

Directors required to attend office at the Regional District or other meetings to support emergency operations will receive the meeting ½ or full day rate (see Schedule B). The board must approve or ratify the Director's attendance for this allowance to be received.

6) Partner's Program Expense

Once a year, the Regional District will pay the registration fees for the partner's program and any additional accommodation costs for the spouse of a Director to stay in the Director's hotel room when attending either a convention or conference.

SCHEDULE B

Meeting Remuneration

It must be noted that the following table is intended to provide examples of categories of meetings and the remuneration applicable to that category. It must be recognized that the Board may eliminate or establish committees from time to time, which may or may not be eligible for remuneration in accordance with the applicable category.

- (A) For attendance at meetings, Directors will be remunerated and expenses will be paid in accordance with the attached table.
- (B) Those meetings which receive remuneration as indicated in the attached table are deemed to be "Sanctioned Meetings".
- (C) Where more than one meeting is held on the same day, the meetings shall be deemed to be one meeting. As an exception, when one of the meetings is a regular Board meeting and the other meeting begins after 6:00 pm on the same day, the other meeting will be remunerated as a separate meeting.
- (D) Directors are only eligible for remuneration where an agenda for the meeting is prepared and distributed in advance and minutes are recorded and submitted to the Board for consideration or for meetings called because of an emergency.
- (E) Where a Director attends a meeting by means of electronic communications, remuneration shall be at the normal rate for that meeting.
- (F) Remuneration for meetings not listed on the attached table must be approved by the Board. It is noted that Directors may choose to accept appointments to a wide variety of bodies; however, except as specifically provided for herein, those appointments shall be without remuneration. For clarity, meetings regarding a Director's local services, Regional District public hearings, and Advisory Planning Committee and commission meetings are excluded from remuneration under this section.

Meeting Type	Allowance *		Notes
	Half Day < 3.5 hrs	Full Day 3.5 hrs+	
Board and Committee Meetings	\$235	\$235	Travel time may be claimed (if applicable)
Other approved meetings within the Regional District	\$118	\$235	Travel time may be claimed (if applicable)
Attendance and travel to Conventions or similar events (including: NCLGA, UBCM, Minerals North, etc.)	\$118	\$235	Includes time spent travelling to these events. Additional travel time is not applicable.
<p>* to be increased annually on January 1st, based on the previous year's consumer price index (yearly average for the Province of B. C. as published by Statistics Canada), for completion of his or her duties of office. In the event that there is no increase to the consumer price index, or if it were to decline, the basic remuneration rate would remain the same as in the previous year.</p>			

Schedule C

Travel Time Remuneration

1. Travel time remuneration of \$25 for every 100 kilometres driven (for trips over 20 km [one way]) shall apply to all travel when attending all meetings within the Regional District boundaries and include:
 - A) All travel by Board Chair or Vice-Chair when representing the RDBN within the Regional District;
 - B) Travel by Directors to sanctioned meetings within the Regional District; and
 - C) Travel by Directors to meetings/events outside a Director's area authorized by the Board or by the Chair where time constraints preclude Board consideration.

2. Travel remuneration for all travel outside the Region District boundaries or for attendance at conventions or similar events within the regional district shall be at the meeting rate described in Schedule B.