



**MINUTES**  
**Council Remuneration Task Force Meeting**  
**10:00 AM - Thursday, November 20, 2025**  
Council Chambers, 413 Fourth Street, Kaslo, BC

**MEMBERS PRESENT:** Jeff Davie, Member  
Tammy Horick, Member  
Steve Anderson, Chair

**MEMBERS ABSENT:**

**STAFF PRESENT:** Robert Baker, Chief Administrative Officer

1. CALL TO ORDER  
The meeting is called to order at 10:01 AM.

2. ADOPTION OF THE AGENDA  
2.1. Adoption of the Agenda

***THAT the agenda for the November 20, 2025, Council Remuneration Task Force Meeting be adopted as presented.***

**Carried**

3. ADOPTION OF MINUTES  
3.1. Meeting Minutes

***THAT the minutes of the November 18, 2025, Council Remuneration Task Force Meeting be adopted as presented.***

**Carried**

[Remuneration Task Force Committee Meeting - 18 Nov 2025 - Minutes - Pdf](#)

4. QUESTION PERIOD  
*An opportunity for members of the public to ask questions or make comments regarding items on the agenda.*

5. BUSINESS  
5.1. Draft Report - Section 2

The members reviewed each others comments regarding section 2 of the draft Report and consolidated the input.

Recommendation:

***THAT section 2 of the draft report be adopted.***

**Carried**

5.2. Draft Report - Section 6(a)

The members reviewed each others comments regarding section 6(a) of the draft Report and consolidated the input.

5.3. Draft Report - Other Sections

***THAT Council be provided an allowance of \$1,000 per term for the purchase, use, and maintenance of technological equipment used in the performance of their duties.***

**Carried**

***THAT a policy be developed and implemented by the Village clearly laying out the training opportunities available to Council members.***

**Carried**

6. NEXT MEETING

The next meeting of the Council Remuneration Task Force is scheduled for 2:30 PM on Tuesday, November 25, 2025 in Council Chambers at City Hall.

7. ADJOURNMENT

7.1. Meeting Adjournment

***THAT the Council Remuneration Task Force Meeting be adjourned at 10:58 PM.***

**Carried**

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Chair

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Corporate Officer



**MINUTES**  
**Council Remuneration Task Force Meeting**  
**2:30 PM - Tuesday, November 18, 2025**  
Council Chambers, 413 4th Street, Kaslo, BC

**MEMBERS PRESENT:** Jeff Davie, Member  
Steve Anderson, Chair  
Tammy Horick, Member

**MEMBERS ABSENT:**

**STAFF PRESENT:** Robert Baker, Chief Administrative Officer

1. CALL TO ORDER  
The meeting is called to order at 2:34 PM.

2. ADOPTION OF THE AGENDA

2.1. Addition of Late Items

Information Item - Bylaws and Policies from the RDCK

2.2. Adoption of the Agenda

***THAT the agenda for the November 18, 2025 Council Remuneration Task Force meeting be adopted with the following amendments:***

***Add late Information Item - Bylaws and Policies from the RDCK***

***Add to Item 6.1 subsection (a) Remuneration - Mayor and Council; (b) Remuneration - Acting Mayor and Committee Chair; (c) Per Diem Allowance; (d) Benefits Plan***

***Add Item 6.2 Draft Report***

**Carried**

3. ADOPTION OF MINUTES

3.1. Meeting Minutes

***THAT the minutes of the November 4, 2025 Council Remuneration Task Force Meeting be adopted as presented.***

**Carried**

#### 4. INFORMATION ITEMS

- 4.1. Remuneration Bylaw  
[Template - Remuneration Bylaw](#)
- 4.2. Bylaws and Policies from the RDCK  
[RDCK Policy 200-05-05](#)  
[RDCK Bylaw No. 2710](#)  
[RDCK Bylaw Amendment No. 2838](#)

#### 5. QUESTION PERIOD

*An opportunity for members of the public to ask questions or make comments regarding items on the agenda.*

#### 6. BUSINESS

- 6.1. Draft Recommendations
  - (a) Remuneration - Mayor and Council;
  - (b) Remuneration - Acting Mayor and Committee Chair;
  - (c) Per Diem Allowance;
  - (d) Benefits Plan

Members reached a consensus that the current Mayor and Councilor remuneration rates are fair when compared to similar municipalities and within the context of extended health and dental benefits, as well as Council supports.

Recommendation:

***THAT the base remuneration for Mayor and Councilors be maintained at current amounts.***

**Carried**

***THAT the current remuneration for Acting Mayor and Committee Chair be maintained.***

**Carried**

***THAT the Village's bylaw or policies clarify the roles and application of remuneration for Acting Mayor and Committee Chair.***

**Carried**

***THAT the current extended health and dental plan provided by GroupSource be maintained, as amended from time to time.***

**Carried**

#### 6.2. 6.2 Draft Report

Discussion occurred regarding development of the draft report. The file is available to members for editing as a Google Doc. It was decided by consensus that members would begin work on sections 2 and 6 (a).

7. LATE ITEMS

8. NEXT MEETING

The next meetings will be 10:00 AM Thursday, November 20, 2025, and 2:30 PM Tuesday, November 25, 2025 in Council Chambers at City Hall.

9. ADJOURNMENT

The meeting adjourned at 3:52PM.

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Mayor

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Corporate Officer



**City/Town/Rural Municipality of \_\_\_\_\_**  
**A Bylaw to Regulate Remuneration of Council and Appointees**  
**Bylaw # 20XX – XX**

**Note:** This sample template is intended to be used as a guide by municipalities to develop a Remuneration bylaw. The content and format of this template must be modified to suit the needs of the municipality provided that it remains consistent with the *Municipal Government Act*.

Revisions from December 5, 2018 are marked in red.

**BE IT ENACTED** by the Council of the City/Town/Rural Municipality of \_\_\_\_\_ as follows:

**1. Title**

- 1.1. This bylaw shall be known and cited as the “Remuneration Bylaw.”

**2. Authority**

- 2.1. Section 82 of the *Municipal Government Act* R.S.P.E.I. 1988, Cap. M-12.1., enables council, by bylaw, to establish the types, rates, and conditions of payments to be made to or on behalf of a member of the council, a member of a council committee or another person.

**3. Application**

- 3.1. This bylaw applies to all Council members. For greater certainty, this includes the Mayor, Deputy Mayor.

**4. Definitions**

- 4.1. “Act” means the Municipal Government Act.
- 4.2. “Chief Administrative Officer” or “CAO” means the administrative head of a municipality as appointed by council under subsection 86(2)(c) of the *Municipal Government Act*.
- 4.3. “Compensation” means a form of monetary payment for the performance of some work or service.
- 4.4. “Council” means the mayor and other members of the council of the municipality.
- 4.5. “Councillor” means a member of council other than the mayor.
- 4.6. “Commission” means the Remuneration and Allowances Commission appointed pursuant to subsection 82(3) of the Act.

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- 4.7. “Remuneration” means, both monetary payment for the for the performance of some work or service and non-monetary payments such as medical insurance, pension schemes, retirement benefits, etc.

## 5. Establishing a Remuneration Bylaw

- 5.1. Council may, by bylaw, establish the level of remuneration and reimbursement available to elected officials to ensure that:
- (a) residents who have been elected to the position of Mayor, Deputy Mayor, or Council member are provided reasonable remuneration for their service to the City/Town/Rural Municipality;
  - (b) individuals who have been appointed by Council to municipal committees are provided reasonable remuneration for their service to the City/Town/Rural Municipality;
  - (c) ensure the orderly and consistent payment and reimbursement to the Mayor, Deputy Mayor, Councillors, and committee members;

## 6. Remuneration of Council Members

- 6.1. The Mayor shall be paid remuneration for discharge of the duties of office in the amount of \$ \_\_\_\_\_ per year/meeting (council/committee) etc.
- 6.2. The Deputy Mayor shall be paid remuneration for discharge of the duties of office in the amount of \$ \_\_\_\_\_ per year/meeting (council/committee) etc.
- 6.3. Each Councillor shall be paid remuneration for discharge of the duties of office in the amount of \$ \_\_\_\_\_ per year/meeting (council/committee) etc.
- 6.4. Where a Councillor, Deputy Mayor or Mayor does not serve a full 12 month term (or misses a meeting without the consent of council), remuneration shall be prorated on a monthly basis for time served or part month thereof (or per meetings missed etc.) and those monies shall stay in the general fund of the municipality.
- 6.5. Remuneration shall be paid on or about \_\_\_\_\_ each year (or semi-annually, monthly, bi-weekly, etc.), less any deductions required by law.
- 6.6. Remuneration for the Mayor, Deputy Mayor and Councillors shall be adjusted on or about the \_\_\_\_ Day of \_\_\_\_\_ each year by a rate equivalent to the increase in the Consumer Price Index, for the calendar year most recently ended, and rounded up to the nearest dollar. [This action is optional]

### Notes:

1. The bylaw may establish the schedule and form of payments that best suits the municipality’s needs.

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2. The bylaw could also be where any other benefits, pensions, severances, etc. would be listed, unless a separate bylaw is desired for those elements.

3. Updated rates must be included in the body of the bylaw or in the schedule at the end, forming part of the bylaw, and can only be changed by bylaw amendment, unless a transparent mechanism for annual adjustments is included (see 6.6 above).

## **7. Allowance for Expenses**

- 7.1. The Mayor, Deputy Mayor and Councillors shall be reimbursed for their legitimate expenses incurred through the execution of their duties as office holders of the municipality in accordance with Schedule A that is attached to, and forms part of, this bylaw.

## **8. Remuneration of Appointees**

- 8.1. For the purpose of this section, “council committee” means a committee or other body established by the municipality that has no members other than those members appointed by the Council.
- 8.2. Subject to 6.3 to 6.6, persons, other than members of Council, appointed by Council as members of the following council committees shall receive remuneration in the amount of \$\_\_\_\_ per year/month/meeting: [list municipal committees or boards below]:
- (a)
  - (b)
  - (c)
- 8.3. For any appointee who attends less than 75% of all regular and special meetings of a council committee, the remuneration shall be reduced to \$\_\_\_\_ per year/month/meeting.
- 8.4. For any such appointee who attends less than 50% of all regular and special meetings of a council committee, the remuneration shall be reduced to \$\_\_\_\_.
- 8.5. Any such appointee who attends less than 50% of all regular and special meetings of a council committee without a resolution of Council shall be deemed to have resigned, notwithstanding that his or her term may not have expired.
- 8.6. In addition to the remuneration to be paid pursuant to subsection 6.2, the member, excluding a member of Council, who is appointed Chair of a council committee named in 6.2 shall be paid an additional \$\_\_\_\_ per year/month/meeting and such additional remuneration shall be reduced, based on attendance at meetings, utilizing the same formula as set out in subsections 6.3 to 6.5.

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- 8.7. Any appointees who are nominated by external organizations or who must be a member of the particular external organization in order to qualify for appointment on a council committee shall not be eligible to receive remuneration.
- 8.8. Remuneration to be paid pursuant to 6.2 and 6.6 shall be paid on or about the \_\_\_ of \_\_\_ in each \_\_\_, subject to the Treasurer/CAO receiving a report from the secretary of the council committee detailing the attendance of each appointee.
- 8.9. The remuneration paid pursuant to 6.2 and 6.6 shall, where applicable, be pro-rated to the nearest month.

## 9. Revisions to this Bylaw

- 9.1. Prior to making any amendments to this bylaw that alters existing types, rates and conditions of compensation, allowances or benefits to be paid to members of Council, Council shall, in accordance with section 82(3) of the Act, appoint an independent Remuneration and Allowances Commission.
- 9.2. The Commission shall be made up of 2-3 members, who shall not be member of council or municipal staff.

**Note:** The number and composition may be determined by council and included in this bylaw.

- 9.3. The members of the Commission shall be reimbursed for their time in accordance with the reimbursement amounts set out for appointees to committees under Section 8.
- 9.4. The Commission shall review and to make recommendations to council respecting the compensation, reimbursement or payments that should be made to members of council, giving consideration to:
  - (a) compensation, reimbursement and payment rates of comparably-sized municipalities;
  - (b) the budgetary impact of any changes to existing types, rates and conditions of compensation, allowances or benefits;
  - (c) the impact of any changes on the ability of the municipality to ensure an active and engaged council through the recruitment of candidates for election; and
  - (d) the time requirements associated with participation on council and council committees.
- 9.5. The Commission shall report to council within 120 days of being appointed or within another time frame identified in the resolution appointing the Commission.

## 10. Repeal of Existing Bylaw

- 10.1. On adoption, this bylaw replaces Bylaw #123 \_\_\_\_\_. [Optional]

## 11. Effective Date

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- 11.1. This Remuneration Bylaw, Bylaw# 20XX-XX, shall be effective on the date of approval and adoption below. [Alternately, could set a future date if desired.]

**First Reading:**

This Remuneration Bylaw, Bylaw# 20XX-XX, was read a first time at the Council meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 20XX.

This Remuneration Bylaw, Bylaw# 20XX-XX, was approved by a majority of Council members present at the Council meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 20XX.

**Second Reading:**

This Remuneration Bylaw, Bylaw# 20XX-XX, was read a second time at the Council meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 20XX.

This Remuneration Bylaw, Bylaw# 20XX-XX, was approved by a majority of Council members present at the Council meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 20XX.

**Approval and Adoption by Council:**

This Remuneration Bylaw, Bylaw# 20XX-XX, was adopted by a majority of Council members present at the Council meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 20XX.

**12. Signatures**

\_\_\_\_\_  
**Mayor** (signature sealed)

\_\_\_\_\_  
**Chief Administrative Officer** (signature sealed)

This \_\_\_\_\_ (name of bylaw) Bylaw adopted by the Council of the \_\_\_\_\_ City/Town/Rural Municipality of \_\_\_\_\_ (municipal Name) on \_\_\_\_\_ (date) is certified to be a true copy.

\_\_\_\_\_  
**Chief Administrative Officer Signature**

\_\_\_\_\_  
**Date**

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## SCHEDULE A

### Mileage Reimbursement

\_\_\_ Cents per kilometer travelled

### Meal Reimbursement Rates (to be supported by receipts)

Breakfast at the rate of \_\_\_\_\_

Lunch at the rate of \_\_\_\_\_

Dinner at the rate of \_\_\_\_\_

No mileage will be paid for attendance at Council meetings, Council Committee meetings or for meetings held within the City/Town/Rural Municipality of \_\_\_\_\_.

No meal allowances will be paid for attendance at Council meetings, Council Committee meetings or for meetings held within the City/Town/Rural Municipality of \_\_\_\_\_.

Officials may be reimbursed for other expenses, incidental and necessary to their municipal duties, as approved by the council and supported by receipts.

**Note:** this schedule forms part of the bylaw and may only be amended in accordance with Part 5 Division 2 of the Act.



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**Chapter:** ADMINISTRATION

**Section:** DIRECTORS

**Subject:** DIRECTORS REMUNERATION & TRAVEL DIRECTIVE

<b>Board</b>	700/07 197/13	<b>Established</b>	25 AUG 2007 2009	<b>Revised</b>	11 APR 2013
<b>Resolution:</b>	200/13 237/13 238/13 240/13 54/19	<b>Date:</b>		<b>Date:</b>	17 JAN 2019

## **POLICY:**

### **Amendments to Policy 200-05-05**

- 197/13** That the word “limousine” in the Directors’ Travel policy be stricken and replaced with the “most economical means of travel.”
- 200-13** That the per diem rates in the Staff and Directors’ travel policies be amended to parallel each other.
- 237/13** That the wording regarding overnight accommodation be amended to read “whichever is the most economical means for the regional district.”
- 238/13** That the Directors’ Travel Policy be amended under section 4.04 by inserting the following language: if a Director arrives by air transportation or other means, the most reasonably economic al means possible and further, that section 4.05 be deleted.
- 239/13** That the amendments to the Directors' and Staff Travel policies be adopted as presented.
- 240/13** That the Directors’ and Staff travel policies amended go into effect as of May 1, 2013.
- 54/19** That the automobile allowance rate for Staff and Directors to the yearly posted reasonable per kilometre rate allowance by Canadian Revenue Agency (CRA), effective January 1, 2019.

### **Section 1 – Authorization**

#### ***Local Government Act:***

- 1.01** For the purposes of remuneration, expenses and benefits under this Part, “Director” includes an Alternate Director, a Chair, and a Vice Chair.

#### ***District Bylaw:***

- 1.02** The most current bylaw for remuneration of the Chair, Vice Chair, Directors and Alternate Directors must be referenced for current rates.

### **Section 2 – Definitions**

- 2.01** ***Board*** means the governing and executive body of a regional district.



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- 2.02** ***Committees*** include Standing and Special Committees as may from time to time be struck by resolution or by bylaw of the Board and, without restricting the generality of the foregoing, includes the following:
- General Affairs
  - Rural Affairs
  - Waste Management
  - Public Hearings (209/01 & 712/08) but does not include Committee of the Whole.
- 2.03** ***Delegate*** means Directors, Alternate Directors, and named employees appointed by resolution of the Board to make representation to other bodies on behalf of the Regional District.
- 2.04** ***Director*** unless specifically referred to elsewhere in this Directive, means an Alternate, Municipal, and Electoral Area Director.
- i. ***Alternate*** means a person who has completed the prescribed forms for appointment as Alternate for a Municipal or Electoral Area Director, as the case may be, and has been duly sworn into office.
- 2.05** ***Ex officio*** means the Chair of the Board in the case of Regional District matters.
- 2.06** ***Local time*** means the time zone in which the Director is resident or their point of departure for the purpose of returning to their normal place of residence.
- 2.07** ***Meeting***
- i. ***Board*** means a regularly scheduled or special meeting for the purpose of conducting Regional District Board business regardless of whether the Board conducts business for both the regional and hospital districts.
- ii. ***Committee*** means a regularly scheduled or special meeting of a Standing or Special Committee as defined in 2.02.
- 2.08** ***Member of a Committee*** means the Director appointed by resolution of the Board to serve on a committee, the ex-officio, and a person who, although not a Director of the Board, has been appointed by resolution of the Board to serve on a committee as defined in 2.02.
- 2.09** ***Normal Place*** means the location where the Director resides most of the calendar year.
- 2.10** ***Per Diem*** daily amount paid to reimburse Directors for meal and miscellaneous expenses during a 24 hour period.
- 2.11** ***Remuneration*** means an amount payable to a Director and Chair of the Board as specified in the Chair and Directors Remuneration Bylaw.



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### **Section 3 – Remuneration**

- 3.01a** Remuneration shall be paid to Directors, Alternate Directors and the Chair of the Board in accordance with the current *Chair and Directors Remuneration Bylaw* by direct deposit, electronic fund transfer.
- 3.01b** Pursuant to Canada Customs and Revenue Agency guidelines, Alternate Rural Directors, as non elected officials, be paid meeting stipend on a fully taxable basis. (540/07)
- 3.02** A Director shall not receive remuneration for wages lost through absence from work or income deemed lost due to their attendance at a meeting:
- a) of the Board;
  - b) committee to which he is appointed;
  - c) as a delegate representing the Regional District.
- 3.03** A delegate Director shall receive remuneration at the current rate for each day on which business is conducted and at which the delegate Director is in attendance.
- 3.04a** Stipend and expenses be paid to Director(s) for attendance at Board and Standing Committee meetings (stipend presently included in the annual remuneration formula) and for meeting attendance by appointees to Committees, Task Forces and other such meetings in a liaison capacity on behalf of the Board. (84/08)
- 3.04b** Unless otherwise directed by the Board, it be policy of the Board that Directors attending meetings of Select Committees to which they have been named, be paid stipend and expenses with costs charged as directed by the Board at the time of the Committee's establishment. (713/08)
- 3.04c** When, in the opinion of the Board Chair, it is appropriate for a Director or Alternate Director, as the case may be, to attend a conference, seminar or other such meeting as the representative of the Regional District, the Board Chair may:
- 1) approve such attendance;
  - 2) decide whether stipend and/or expenses will be paid, and if so, the amount to be paid; and
  - 3) decide the budget to which the stipend and/or expenses, if paid, will be charged;
- and at the next Board Meeting following such decision, the Chair shall advise the Board. (84/08)
- 3.05** Alternate Appointees to Treaty Advisory Committees:  
Directors appointed by the Board to serve as alternate appointees to Treaty Advisory Committees who attend TAC meetings – either in place of or in addition to the appointee be paid stipend and usual expenses not covered by the Treaty Advisory Committee, with costs charged to General Administration – Exhibit A. (710/08)
- 3.06** Meetings on Successive Dates:



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When Directors attend Committee meetings on successive days at the same location, they are eligible for:

Day 1 – mileage to and from the meeting or mileage to the meeting and whichever is the most economical means for the regional district;

Day 2 – actual mileage;

AND FURTHER, the additional costs for Rural Directors be charged to Rural Administration.

(702/07)

**3.07a** Remuneration for Board and Committee Chairs:

Board and Committee Chairs be paid expenses (mileage and meals) for attendance at agenda preparation or other meetings required as part of their role. (701/07)

Remuneration for Committee Chairs is to cover, but not limited to, attendance at agenda preparation meetings and consultation with Directors and staff as deemed necessary.

**3.07a** A Director delegated to chair a public hearing be paid stipend and expenses with costs charged to the Rural Administration Budget. (209/01 & 712/08)

**3.08** Delegates to UBCM, FCM and AKBLG Conventions:

Municipal and Rural Directors or, in their absence, Alternate Directors, authorized by Board Resolution to attend the Union of BC Municipalities Convention and / or the Federation of Canadian Municipalities Convention be paid stipend and expenses to be charged to the General Administration budget;

AND FURTHER, Rural Directors or, in their absence, Alternate Directors, authorized by Board Resolution to attend the Association of Kootenay & Boundary Local Governments Convention be paid stipend and expenses to be charged to the Rural Administration budget. (85/08)

**3.09** Board Member Elected to FCM Executive

When a Board member whose candidacy is endorsed by the RDCK Board is duly elected to serve on the FCM Executive, the member be paid the usual remuneration for attending FCM Board meetings in accordance with RDCK Board policy upon the member submitting the required claim form, with all such costs charged to General Administration. (873/01)

**3.10** Whenever a spouse/partner is registered for and does accompany the Director to a conference, the Regional District does not pay any expenses of the spouse/partner. (233/05 - #25)

## **Section 4 – Travel**

**4.01** The Director's normal place of residence, within the Regional District, shall be considered the starting point and point of return of any trip.

**4.02** Whenever practical, every Director is expected to travel by the most direct route and use the most economical means of transportation, taking into consideration the travel time involved.





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- 4.03** Except for journeys where the use of a car is more practical, air travel is the accepted method of transportation.
- 4.04** If travel is by air, the Director shall be reimbursed for the most economical means of travel to and from the airport.
- 4.05** No Director shall use a rental car or taxi unless there is no more economical means of transportation. Reimbursement is subject to the provision under Section 6.03 Extraordinary
- 4.06** To conform to the Local Government Act, no advances be made to Directors attending conventions or meetings.
- 4.07** Directors submit an appropriate expense claim form together with actual receipts for expenses upon return from conventions or other meetings and these be promptly reimbursed by the Regional District.

**Section 5 – Mileage Allowance**

- 5.01** A Director shall be paid mileage allowance for use of a vehicle as transportation at the yearly posted reasonable per kilometre rate allowance by Canadian Revenue Agency (CRA), effective January 1, 2019 from their normal place of residence and return as follows:
- a) to and from meetings as defined in Section 2.10;
  - b) to the closest airport from which he can depart in the case of their being a delegate;
  - c) in the case of a delegate, to the place of the meeting should departure by air not be practical;
  - d) in the case of a Board or Committee Chair, for attendance at meetings he/she is required to attend by virtue of office.

Should Directors elect to travel together in an automobile, only one mileage allowance shall be payable per vehicle.

- 5.02** The District does not accept any liability under any circumstances for claims arising from the use of privately-owned vehicles.
- 5.03** The District shall not reimburse the Director for stand-by charges of their personal vehicle while he is attending a meeting. Stand-by refers to the privately-owned vehicle being situate at the point of departure or at the place of the meeting.
- 5.04** Whenever there is a choice of mode of transportation and the Director elects to travel by use of their personal vehicle, an allowance equal to the lesser of mileage or the most economical airfare available and connections, shall be paid.
- 5.05** No additional allowances are payable for carrying passengers.



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- 5.06** In addition to mileage allowance, a Director may claim expenses incurred for ferry charges, bridge, road and tunnel tolls, as well as parking charges where parking is not free.
- 5.07** Directors who incur expenses to attend to the business affairs of functions/ specified area services falling within their area of responsibility be reimbursed in accordance with the prevailing mileage rate; AND FURTHER, to be eligible for such reimbursement, Directors are required to submit a claim for same based on identifying the function/specified area service and the purpose for incurring the expenses; AND FURTHER, should there be no function/specified area service or funds have not been specifically budgeted to meet such expenses (as is the case with fire protection agreements) then reimbursement claims be disallowed and the cost form part of the current allowance for rural area Directors, with municipal Directors to seek reimbursement from their respective Municipalities.
- 5.08** Electoral Area Directors receive monthly remuneration for necessary travel. The compensation is included as part of monthly remuneration and is taxable. Rates are set in the prevailing *Chair and Directors Remuneration Bylaw*.
- 5.09** Unless approved by the Chair of a Committee, a Director who is not a member and who attends a meeting of the Committee will not be compensated; AND FURTHER, having received the approval of the Committee Chair, a Director who is not a member and who attends a Committee meeting will be paid mileage only. (867/06)

**Section 6 – Accommodation, Meals and Extraordinary Expenses**

**Accommodation**

- 6.01** Actual hotel room cost for single occupancy will be paid when travelling on Regional District business. Every effort should be made to obtain accommodation at the government rate. Where the travel requires overnight stay and the individual chooses to stay with friends or relatives rather than hotel accommodation, then a \$25.00 per night allowance is permitted. (391/07)
- 6.02** Overnight Accommodation be approved at the median facility rate for Directors attending an authorized Regional District meeting who would otherwise have to:
- (1) begin travel before 7:00 a.m.;
  - (2) end travel after 11:00 p.m.;
  - (3) travel in hazardous weather; or
  - (4) for unforeseen circumstances as approved by the Board Chair;

AND FURTHER, the reason for the overnight stay be noted on the Director's application for reimbursement form. (632/04)

**Per Diem**



Number: [200-05-05]  
REGIONAL DISTRICT OF CENTRAL KOOTENAY  
**Policy Manual**

- 6.03a** A Director shall receive reimbursement at the per diem rate established in the prevailing Chair and Directors Remuneration Bylaw for each 24 hours period he/she attends meetings on behalf of the Board. The per diem is intended to compensate Directors for all meal and incidental expenses incurred while representing the RDCK.
- 6.03b** Whenever Directors attend meetings or conferences, the delegate Director shall not be eligible for meal allowances for those meals which the RDCK has paid an additional amount.
- 6.03c** Meals and incidentals charged to hotel accommodation shall be recovered from Directors. Directors must claim the applicable per diem.
- 6.03d** Only one per diem shall be paid for each 24 hour period and should the 24 hour period be exceeded, a claim for the additional applicable meal or meals allowance, as defined in the prevailing Bylaw, may be submitted by the Director.

**Extraordinary Expenses**

- 6.04** Extraordinary expenses which are in excess of the amounts available under the Remuneration, Reimbursement of Expenses and Travel Directive shall be accounted for on the Director's claim form, accompanied by receipts and details of the circumstances. Such a claim will be paid only upon resolution adopted by the Board.
- 6.05** Office Expense Compensation:  
Electoral Area Directors receive monthly compensation for maintaining a home office. Compensation covers the cost of fax machines, phones, computers, etc. The compensation is included as part of monthly remuneration and is taxable. Rates are set by bylaw. (226/07)
- 6.06** Fax Machines for Municipal Directors:  
Upon request of a Municipal Director, a fax machine be provided by the Regional District for use by the Municipal Director while a member of the RDCK Board, which will remain the property of the Regional District and will be returned upon the Director ceasing to hold office; AND FURTHER, the Regional District pay for installation and for the additional monthly cost of a private telephone or FAX line and provide fax or printers supplies as required to facilitate their ability to fulfill their duties as elected officials during the term of their office; AND FURTHER, all costs be charged to General Administration. (402/07)



## REGIONAL DISTRICT OF CENTRAL KOOTENAY

### Bylaw No. 2710

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A Bylaw to provide for payment of remuneration and expenses to the Directors and Alternate Directors of the Regional District of Central Kootenay.

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WHEREAS the Regional Board by bylaw, makes payment of remuneration to the Chair, Vice Chair, Directors and Alternate Directors and to members of Committees of the Board for each regularly constituted meeting attended;

AND WHEREAS by resolution of the Board, the Board may reimburse members of the Board or Committee members for reasonable expenses incurred in connection with their attending to the business affairs of the District;

AND WHEREAS the Regional Board adopted Bylaw No. 1851, being a bylaw relative to the Chair's and Directors' remuneration;

AND WHEREAS it is deemed expedient to rescind Bylaw No. 1851 and amendments thereto, and replace it with Bylaw No. 2710;

NOW THEREFORE the Board of the Regional District of Central Kootenay, in open meeting assembled, HEREBY ENACTS as follows:

#### APPLICATION

- 1 This Bylaw is applicable to the Board of Directors of the Regional District of Central Kootenay.

#### DEFINITIONS

- 2 In this bylaw:

**Board** means the governing and executive body of a regional district.

**Committees** include Standing and Special Committees as may from time to time be struck by resolution or by bylaw of the Board and, without restricting the generality of the foregoing, includes the following:

- Rural Affairs Committee
- East Resource Recovery Committee
- Central Resource Recovery Committee
- West Resource Recovery Committee
- Joint Resource Recovery Committee
- All Recreation Committee, and

- Community Sustainable Living Advisory Committee

**Delegate** means Directors, Alternate Directors, and named employees appointed by resolution of the Board to make representation to other bodies on behalf of the Regional District.

**Director** unless specifically referred to elsewhere in this bylaw, means an Alternate, Municipal, and Electoral Area Director.

**Alternate Directors** means a person who has completed the prescribed forms for appointment as Alternate for a Municipal or Electoral Area Director, as the case may be, and has been duly sworn into office.

**Expenses** means reimbursable out of pocket costs incurred by the Director or Alternate that will be paid by the Regional District as specified in Schedule A.

**External Committee** means a committee without a direct relationship to an RDCK service, for which the organization has requested representation from the RDCK Board.

**Local Time** means the time zone in which the Director is resident or their point of departure for the purpose of returning to their Normal Place of residence.

#### **Meeting**

- **Board** means a regularly scheduled or special meeting for the purpose of conducting Regional District Board business regardless of whether the Board conducts business for both the regional and hospital districts.
- **Committee** means a regularly scheduled or special meeting of a Standing or Special Committee as defined in *Committees*.

**Member of a Committee** means the Director appointed by resolution of the Board to serve on a Committee, an ex-officio member who is also a Board member, and a person who, although not a Director of the Board, has been appointed by resolution of the Board

**Normal Place** means the location where the Director resides most of the calendar year.

**Per Diem** daily amount paid to reimburse Directors for meal and miscellaneous Expenses during a 24 hour period.

**Public Hearing** carries the definition used in Section 465 of the *Local Government Act*.

**Remuneration** means an amount payable to a Director and Chair of the Board as specified in the within Schedule A of this bylaw.

## **REMUNERATION**

- 3 (1) Remuneration shall be paid to Directors, Alternate Directors and the Chair of the Board in accordance with this bylaw by direct deposit, electronic fund transfer.

- (2) The rates in Schedule A, of this bylaw, will be adjusted annually (effective January 1<sup>st</sup>) by an amount equal to the average monthly change in the British Columbia Consumer Price Index, rounded to one decimal point, for the twelve month period ending October 31<sup>st</sup> of the previous year.
- (3) The rates in Schedule A, of this bylaw, will be brought the Board for review in February of the year of each local government election beginning in 2026, with any changes to be effective January 1 following the election.
- (4) A Director shall not receive Remuneration for wages lost through absence from work or income deemed lost due to their attendance at a meeting:
  - (a) of the Board;
  - (b) Committee to which she/he is appointed; and
  - (c) as a Delegate representing the Regional District.
- (5) For attending to the affairs of the District, each Municipal (from General Administration) and Rural Director (from General and Rural Administration) will be paid twice per month as outlined in Schedule A of this bylaw. The service split for the stipend for Rural Directors is calculated at fifty four percent to General Administration and forty six percent to Rural Administration. For clarity, this stipend includes attendance monthly at the RDCK Rural Affairs Committee and Board meetings.
- (6) In addition to Section 3 subsection (5) of this bylaw, a Board Chair will be paid a monthly stipend to be paid from General Administration, as outlined in Schedule A of this bylaw.
- (7) When Alternate Directors attend Board or Committee meetings on the Director's behalf, regardless of there being a quorum, they are compensated per the rates outlined in Schedule A of this bylaw.
- (8) In addition to Section 3 subsections (5), (6) & (7) of this bylaw, there shall be a monthly stipend paid to the Chair of a standing Committee of the Board (with the exception of the Joint Resource Recovery Committee) and the Vice Chair of the Board as outlined in Schedule A of this bylaw. These funds are to cover, but not be limited to, attendance at agenda preparation meetings and consultation with Directors and staff as deemed necessary.
- (9) In addition to the above Directors or Alternate Directors who have been appointed to and attend the Resource Recovery meetings are to be paid an additional stipend as identified in Schedule A of this bylaw.
- (10) All Directors and Alternate Directors who, by resolution of the Board are authorized to attend a Meeting on behalf of the Board shall be entitled to Remuneration and/or Expenses as outlined in Schedule A of this bylaw.
- (11) Directors will from time to time be named by resolution to External Committees. Directors attending meetings of External Committees to which they have been named will be paid stipend and/or Expenses with costs charged as directed by the Board via resolution at the time of the Director's appointment.

(12) Meetings on Successive Dates:

When Directors attend Committee Meetings on successive days at the same location, they are eligible for:

- (a) Day 1 – either mileage to and from the meeting or mileage to the meeting and applicable accommodation charges, as appropriate; and
- (b) Day 2 – actual mileage; with the additional costs for Rural Directors being charged to Rural Administration.

(13) Multiple Meetings on the Same Day:

For efficiency multiple meetings of the Board and/or Committees may be scheduled on the same day. The maximum number of meetings for which a Director can claim stipend for in one day is two (2).

(14) The Board and Vice Chair of the Board and Chairs of Standing Committees are to be paid Expenses only (mileage and meals) for attendance at agenda preparation or other meetings required as part of their role.

(15) A Director delegated to chair a Public Hearing be paid stipend and Expenses with costs charged to the Rural Administration Budget.

(16) Delegates to Union of BC Municipalities (UBCM), Federation of Canadian Municipalities (FCM) and Association of Kootenay & Boundary Local Governments (AKBLG) Conventions:

- (a) Municipal and Rural Directors or, in their absence, Alternate Directors, authorized by Board Resolution to attend the UBCM and/or the FCM Convention be paid stipend and Expenses to be charged to the General Administration budget;
- (b) Rural Directors or, in their absence, Alternate Directors, authorized by Board Resolution to attend the Association of Kootenay & Boundary Local Governments Convention be paid stipend and Expenses to be charged to the Rural Administration budget.

(17) A Delegate Director shall receive Remuneration at the current rate for each day on which business is conducted and at which the Delegate Director is in attendance. Stipends are not paid for travel days.

(18) Board Member Elected or Appointed to FCM:

A Board member whose candidacy is endorsed by the RDCK Board is duly elected or appointed to serve on the FCM Board or Committees, the member be paid the usual Remuneration for attending FCM Board Meetings, in accordance with this bylaw, upon the member submitting the required claim form, with all such costs not covered by FCM, charged to General Administration.



- (19) Whenever a spouse/partner is registered for and does accompany the Director to a conference, the Regional District does not pay any Expenses of the spouse/partner, and any charges incurred by the Regional District to register or book travel for the spouse/partner be invoiced to the Director.
- (20) In addition to the above Directors and Alternate Directors are entitled to the reimbursement of Expenses identified in Schedule A of this bylaw.
- (21) Directors and Alternate Directors are entitled to claim an additional stipend for attendance at any additional special monthly meetings of the Board over and above the 12 monthly meetings included in the annual allowance in Section 3 subsection (5) of this bylaw.
- (22) Directors are entitled to claim stipends for Board and Committee Meetings in which they participate in by electronic means.
- (23) In addition to the above, Rural Directors will have the opportunity to attend conference and other educational sessions that are outside those identified in Section 3 subsection (16) and not specifically approved by the Board, to be paid from a Rural Director Allowance of \$2,500 annually, charged to Rural Administration. This allowance can be used for stipend and/or Expenses.
- (24) Any unused allowance from Section 3 subsection (26) is carried forward for future use at the end of a calendar year. All rural allowance balances reset to zero at the end of an elected term.

#### **TRAVEL**

- 4 (1) The Director's Normal Place of residence, within the Regional District, shall be considered the starting point and point of return of any trip.
- (2) Every Director is expected to travel by the most direct route and use the most economical means of transportation. Factors to be considered in determining the most economical travel option include:
  - (a) Travel time involved;
  - (b) Lowest quoted airfare;
  - (c) Journey expense to and from airport, including airport parking fees;
  - (d) Mileage Expenses; and
  - (e) Car rentals, taxis and parking fees at destination.
- (3) Except for journeys where the use of a car is either more economical or the only practical option, air travel is the preferred method of transportation. If travel is by air, the Director shall be reimbursed for the most economical means of travel to and from the airport.
- (4) Where air travel is the most economical option, but a Director chooses to drive for personal reasons, the Director will be reimbursed for travel in the amount of the lowest quoted airfare, or the actual mileage to the destination plus hotel parking, whichever is less.

- (5) Directors must submit expense claims using the required form and attach receipts for eligible Expenses. Reimbursement of Expenses will occur subject to approval of the Chief Financial Officer or designate. For certainty, no Expenses claims may be submitted in advance of the actual Expense being incurred.

#### **MILEAGE ALLOWANCE**

- 5 (1) A Director shall be paid mileage allowance for use of a vehicle as transportation at the current yearly posted reasonable per kilometre rate allowance by *Canadian Revenue Agency* (CRA) from their Normal Place of residence and return as follows:
- (a) to and from meetings as defined in Section *Per Diem*;
  - (b) to the closest airport from which she/he can depart in the case of their being a Delegate; and
  - (c) in the case of a Delegate, to the place of the meeting should departure by air not be practical; or
  - (d) in the case of a Board or Committee Chair, for attendance at meetings he/she is required to attend by virtue of office.
- (2) Should Directors elect to travel together in an automobile, only one mileage allowance shall be payable per vehicle.
- (3) The District does not accept any liability under any circumstances for claims arising from the use of privately-owned vehicles.
- (4) The District shall not reimburse the Director for stand-by charges of their personal vehicle while she/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.
- (5) No additional allowances are payable for carrying passengers.
- (6) In addition to mileage allowance, a Director may claim Expenses incurred for ferry charges, bridge, road and tunnel tolls, as well as parking charges where parking is not free.
- (7) Unless approved by the Board, a Director who is not a member and who attends a meeting of the Committee will not be compensated. If the Board approves, a Director who is not a member and who attends a Committee meeting will be paid mileage only.

#### **ACCOMMODATION EXPENSES**

- 6 (1) Actual hotel room cost for single occupancy will be paid when travelling on Regional District business. Every effort should be made to obtain accommodation at the government rate. Where the travel requires overnight stay and the individual chooses to stay with friends or relatives rather than hotel accommodation, the rate shown in Schedule A is applicable and permitted to be expensed.
- (2) Overnight Accommodation is approved for Directors attending an authorized Regional District meeting who would otherwise have to:

- (a) begin travel before 7:00 a.m.;
  - (b) end travel after 11:00 p.m.;
  - (c) travel in hazardous weather; or
  - (d) for unforeseen circumstances as approved by the Board Chair;
- (3) The reason for the overnight stay must be noted on the Director's expense form.

#### **PER DIEM EXPENSES**

- 7 (1) A Director shall receive reimbursement at the Per Diem rate for each 24 hours period he/she attends meetings on behalf of the Board. The Per Diem is intended to compensate Directors for all meal and incidental Expenses incurred while representing the RDCK and are shown in Schedule A to this bylaw.
- (2) Whenever Directors attend meetings or conferences, the Delegate Director shall not be eligible for meal allowances for those meals which the RDCK has paid an additional amount.
- (3) Meals and incidentals charged to hotel accommodation shall be recovered from Directors. Directors must claim the applicable Per Diem.
- (4) Only one Per Diem shall be paid for each 24 hour period and should the 24 hour period be exceeded, a claim for the additional applicable meal or meals allowance, may be submitted by the Director.

#### **EXTRAORDINARY EXPENSES**

- 8 Extraordinary Expenses which are in excess of the amounts available in this bylaw shall be accounted for on the Expenses Director's claim form, accompanied by receipts and details of the circumstances. Such a claim will be paid only upon resolution adopted by the Board.

#### **HOME OFFICE EXPENSES**

- 9 Directors are expected to maintain a home office and Expenses involved in maintaining their home office are non-reimbursable by the RDCK. Directors may be able to claim some non-reimbursable Expenses for income tax purposes in accordance with the Income Tax Act.

#### **CITATION**

- 10 This Bylaw may be cited as "Chair, Directors and Alternate Directors Remuneration Bylaw No. 2710, 2021."

#### **REPEAL**

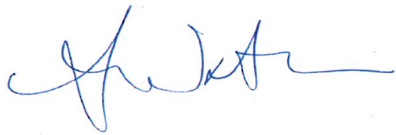
- 11 "Chair and Directors Remuneration Bylaw No. 1851, 2006", and amendments hereto, are hereby repealed.

READ A FIRST TIME this 9th day of December, 2021.

READ A SECOND TIME this 9th day of December, 2021.

READ A THIRD TIME this 9th day of December, 2021.

ADOPTED by an affirmative vote of at least 2/3 of the votes cast this 9th day of December, 2021.



Aimee Watson, Board Chair



Angela Lurd, Deputy Corporate Officer  
For Michael Morrison, Corporate Officer



## SCHEDULE A – RATES AND PAYMENT AMOUNTS FOR DIRECTOR REMUNERATION

	POSITION	FREQUENCY	2021 - RATES
Monthly Stipend	Municipal Director	Monthly	\$1,341/month
Monthly Stipend	Rural Director	Monthly	\$3,457/month
Monthly Stipend	Board Chair	Monthly	\$3,352/month
Monthly Stipend	Vice Chair of the Board	Monthly	\$670/month
Monthly Stipend	Chair of the Rural Affairs Committee	Monthly	\$795/month
Monthly Stipend	Chair of East, Central and West Resource Recovery Committee	Monthly	\$397/month
Monthly Stipend	Chair of the Standing Committee (Other than RR)	Monthly	\$286/month
Attendance at Board Meetings	Alternate Director	Per Meeting	\$422/meeting
Attendance at Other Meetings	Directors & Alternates	Per Meeting	\$191/meeting
Attendance at Resource Recovery Meetings	Director & Alternates	Per Meeting	\$265/meeting
Attendance at special Board meetings	Directors & Alternates	Per Meeting	\$422/meeting
Meals not included with the stipend meeting amount	Directors & Alternates	Daily Maximum	\$75/day B \$15/L \$25/D \$35
Registration fees for workshops and conferences	Directors & Alternates	As Required	Attendance to be approved by the Board
Travel: Accommodation with friends or family	Directors & Alternates	Daily Maximum	\$25/day



## REGIONAL DISTRICT OF CENTRAL KOOTENAY

# Bylaw No. 2838

---

A Bylaw to amend *Chair, Directors and Alternate Directors Remuneration Bylaw No. 2710, 2021* to include new sections in the bylaw for child care expenses and parental leave.

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WHEREAS the Board of the Regional District of Central Kootenay adopted the *Chair, Directors and Alternate Directors Remuneration Bylaw No. 2710, 2021* to make payment of remuneration to the Chair, Vice Chair, Directors and Alternate Directors and to members of Committees of the Board for each regularly constituted meeting attended;

AND WHEREAS by resolution of the Board, the Board deemed it appropriate to amend Bylaw No. 2710 to include new sections in the bylaw for child care expenses and parental leave;

NOW THEREFORE the Board of the Regional District of Central Kootenay, in open meeting assembled, HEREBY ENACTS as follows:

### DEFINITIONS

- 1 Section 2 the following definition be amended:
- 2 **Director** unless specifically referred to elsewhere in this bylaw, means a Municipal Director, Electoral Area Director and the Alternate Director, when the Alternate Director is acting on behalf of the Municipal or Electoral Area Director.

### ASSIGNMENT OF NEW SECTIONS

- 2 Section 10 – CITATION and Section 11 – REPEAL of the bylaw be assigned new sections and be amended to read Section 12 – CITATION and Section 13 – REPEAL.

### CHILD CARE EXPENSES

- 3 Section 10 be added as follows:
  - 10 (1) A Director shall received reimbursement for child care expenses through an allowance of \$80 per month in order to facilitate the attendance of a Director at in-person meetings.

## PARENTAL LEAVE

4 Section 11 be added as follows:

11 (1) A Director shall be provided leave from their position as Director for the purpose of parental leave for a period of up to six (6) months, with continued payment of their regular stipend.

(2) Section 11 (1) parental leave does not apply to Alternate Directors.

## CITATION


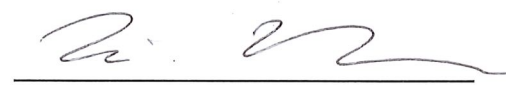
5 This Bylaw may be cited as **"Chair, Directors and Alternate Directors Remuneration Amendment Bylaw No. 2838, 2022"**.

READ A FIRST TIME this 21<sup>st</sup> day of April, 2022.

READ A SECOND TIME this 21<sup>st</sup> day of April, 2022.

READ A THIRD TIME this 21<sup>st</sup> day of April, 2022.

ADOPTED by an affirmative vote of at least 2/3 of the votes cast this 21<sup>st</sup> day of April, 2022.

  
\_\_\_\_\_  
Aimee Watson, Board Chair  
\_\_\_\_\_  
Mike Morrison, Corporate Officer