

## Request for Decision

File No: Shh 526 005

**Date** April 27, 2022  
**Author** Holly Ronnquist, CFO  
**Subject** Bylaw No. 3163 - Board Remuneration - Amendment

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### REQUEST

Adopt Board Remuneration Bylaw No. 3163 to update remuneration rates for 2022 and amend the RDEK Board Travel and Accommodation Allowances Policy and Employees Expense Policy.

### OPTIONS

1. THAT Bylaw No. 3163 cited as “Regional District of East Kootenay – Board Remuneration Bylaw No. 2978, 2020 – Amendment Bylaw No. 1, 2022” be introduced.
2. THAT Bylaw No. 3163 cited as “Regional District of East Kootenay – Board Remuneration Bylaw No. 2978, 2020 – Amendment Bylaw No. 1, 2022” be introduced with the following amendments \_\_\_\_\_.
3. THAT the proposed amendment to the Board Travel and Accommodation Allowances Policy be approved.
4. THAT the proposed amendment to the Board Travel and Accommodation Allowances Policy be approved with the following amendments \_\_\_\_\_.
5. THAT the Employee Expense Policy be amended to set the following meal allowance rates (in or out of the Kootenay region):

|           |         |
|-----------|---------|
| Breakfast | \$25.00 |
| Lunch     | \$30.00 |
| Dinner    | \$40.00 |

### RECOMMENDATION

Options 2, 3 and 5

- Option 2 must reference an “Alternate Director Training Rate” option.
- Option 4 must reference a “Travel and Accommodation Allowance Policy” option.

### BACKGROUND/ANALYSIS

At the April 8, 2022, meeting the Board approved all recommendations of the Board Remuneration Review Panel and directed that a new Board remuneration bylaw and Board travel expense policy be prepared as outlined in the March 30, 2022, report from the Chief Financial Officer. The Board also asked staff to provide options to provide remuneration for Alternate Director training.

The proposed Bylaw amendment provides for changes to Board remuneration for 2022 and includes remuneration for Directors and Alternate Directors who participate in formal public meetings during emergency events as follows:

### **Emergency Events**

- A weekly rate of \$175 for a period of up to 8 weeks. A week means a period of 7 consecutive days, Sunday – Saturday (matching RDEK payroll week). Further compensation after 8 weeks must be approved by the RDEK Board of Directors.
- A Public Meeting Rate of \$110 for formal Public Meetings with affected residents or property owners at a Level 2 (evacuation alert or order) or a Level 3 (complex/long evacuation) Emergency Operations Centre activation that includes RDEK emergency operations staff and other agencies.

### **FURTHER AMENDMENTS TO BOARD REMUNERATION BYLAW**

The Board requested staff to provide “Alternate Director Training Rates” options for inclusion in the proposed Bylaw No. 3163. The following options for Alternate Director Training Rates have been identified:

- a) A daily rate of \$150 for observing Committee and Board meetings and a daily rate of \$200 for attending inauguration orientation or other training arranged by the RDEK.
- b) A daily rate of \$140 for all meetings, inauguration orientation or other training. (This option reflects the average paid by the comparative regional districts, with ranges from \$83 to \$191).
- c) A daily rate of \$\_\_\_\_\_ for all meetings, inauguration orientation or other training.

**Action:** To add an Alternate Director Training Rate section to Bylaw No. 3163, resolution Option 2 will need to be moved with one of the above rate options (a, b, or c)

### **TRAVEL AND ACCOMMODATION ALLOWANCE POLICY - MILEAGE**

The proposed policy (attached) includes Review Panel recommendations approved by the Board on April 8, 2022. The proposed policy continues with the practice of paying vehicle mileage at the per kilometer rate approved by the Canada Revenue Agency (CRA), which is 61 cents per km in 2022. It also removes reference to Jumbo Glacier Mountain Resort Municipality, which is no longer relevant.

Fuel prices have increased steadily since the start of January (the RDEK fleet account shows regular gas is up 48 cents per litre or 35% since January 1<sup>st</sup>) which has resulted in some discussion of finding a way to increase the mileage rate. The following options have been identified:

- a) Create a calculation to adjust the mileage rate with increases or decreases in fuel prices. Anything paid above the CRA “reasonable” rate (currently 61 cents per km) will result in a taxable benefit. Canada Pension Plan deductions would also be applicable.

- b) The RDEK could switch to a system where Directors keep track of all mileage and vehicle costs for the year and claim 100% of the costs against their income through a T2200 form provided by the RDEK, or reimburse the expenses at actual cost.
- c) Link mileage rates on the Province of BC rate which is currently 52 cents per km.
- d) Link mileage rates to the National Joint Council of Public Service in Canada (NJC). The NJC rates are used by the Municipal Finance Authority of BC. Rates are set twice per year and the rate as of April 22, 2022 is 54 cents per km.

**Action:** To amend the vehicle mileage rate of the Travel and Accommodation Allowance policy, resolution option 4 will need to be moved with one of the above rate options. (a, b, c, or d)

## EMPLOYEE EXPENSE POLICY

Staff meal allowance rates were last updated in 2016, and includes maximums of:

|           |         |
|-----------|---------|
| Breakfast | \$15.00 |
| Lunch     | \$20.00 |
| Dinner    | \$30.00 |

These rates do not reflect current meal pricing. It is recommended that rates be adjusted similar to those for elected officials.

## SPECIFIC CONSIDERATIONS

### Financial Plan

The full cost of the 2022 Board Remuneration Bylaw, including emergency events and Alternate Director Training Rates, is estimated at \$19,586 which is a taxation increase of \$0.37 on the average residential property valued at \$462,000.

If approved, the cost of training for Alternate Directors will be added to the next 2022 – 2026 Financial Plan Amendment. The current Financial Plan includes all approved recommendations.

### Process

The proposed Bylaw amendment provides for changes to Board Remuneration for 2022 only. A new bylaw will be brought forward for 2023 – 2026 Board Remuneration in the coming months.

Attachments