

**REGIONAL DISTRICT OF NANAIMO
EXECUTIVE COMMITTEE MEETING
AGENDA**

**Tuesday, June 27, 2017
5:30 P.M.
RDN Committee Room**

	Pages
1. CALL TO ORDER	
2. APPROVAL OF THE AGENDA	
3. ADOPTION OF THE MINUTES	
3.1 Executive Committee Meeting – May 23, 2017	3-6
That the minutes of the Executive Committee meeting held February 7, 2017 be adopted.	
4. REPORTS	
4.1 Community Grants Policy	7-19
1. That the Terms of Reference for the Community Grant Committee be approved.	
2. That the Community Grants Policy No. A1.30 be approved.	
3. That the Grants-in-Aid Advisory Committee be dissolved.	
4. That Grants-in-Aid Policy No. A1.28 be repealed.	
5. That an overall review of RDN Community Grant programs be included in the 2018 work plans.	
4.2 Director's Remuneration	20-39
1. That the process and Terms of Reference for an independent review of the Regional District of Nanaimo's Directors' remuneration by a consultant be approved.	
2. That the Executive Committee be appointed by the Board to review the consultant's report on remuneration and make a recommendation to the Board.	
3. That the Board direct that the applicable policies and bylaws be revised and updated following approval of the remuneration by the Board.	

5. IN CAMERA

That pursuant to section 90(1)(c) of the Community Charter the Committee proceed to an In Camera Meeting for discussions related to labour relations or other employee relations.

6. ADJOURNMENT

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE EXECUTIVE COMMITTEE MEETING
OF THE REGIONAL DISTRICT OF NANAIMO HELD ON
TUESDAY, MAY 23, 2017 AT 5:30 PM IN THE
COMMITTEE ROOM**

In Attendance:

Director W. Veenhof	Chairperson
Director I. Thorpe	City of Nanaimo
Director J. Stanhope	Electoral Area G
Director A. McPherson	Electoral Area A
Director H. Houle	Electoral Area B
Director B. McKay	City of Nanaimo
Director B. Bestwick	City of Nanaimo

Regrets:

Director M. Lefebvre	City of Parksville
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Also in Attendance:

Director B. Rogers	Electoral Area E
Director J. Fell	Electoral Area F
P. Carlyle	Chief Administrative Officer
J. Harrison	Director, Corporate Services
D. Trudeau	General Manager, Transportation and Emergency Services
G. Garbutt	General Manager, Strategic and Community Development

1. CALL TO ORDER

The Chair called the meeting to order at 5:30pm.

2. APPROVAL OF THE AGENDA

It was moved and seconded that the agenda be approved.

CARRIED UNANIMOUSLY

3. ADOPTION OF THE MINUTES

Executive Committee Meeting – February 7, 2017

It was moved and seconded that the minutes of the Executive Committee meeting held February 7, 2017 be adopted.

CARRIED UNANIMOUSLY

4. REPORTS

4.1 Board Policy Update

1. It was moved and seconded that the following policies be repealed:

- A1.4 Counter Petition Process
- A1.12 Lease Agreements on RDN Owned or Leased Property
- A1.13 Freedom of Information & Protection of Privacy Principles
- A1.14 Appointments to RDN Advisory Committees and Commissions
- A1.22 Legal Services
- A1.25 Regional Services Review Guiding Principles
- A1.29 Bylaws Not Requiring Inspector Approval
- A2.3 Acceptance of Donations
- A2.10 Administration Fees
- A3.1 Statutory Holiday
- A3.13 Short & Long Term Sick Leave Plan - Management/Excluded Staff
- A4.1 AIDS (Acquired Immune Deficiency Syndrome)
- B1.1 Delegates to Public Hearings
- B1.2 Submission Requirements for Non-Serviced (Water) Development Applications
- B1.15 Expression of Parcel Areas in RDN Regulatory Bylaws
- B2.2 Inclusion of New Subdivisions Within Building Inspection Service Area
- B4.1 Use and Maintenance of Generators at Designated Emergency Reception Centres
- C1.1 RDN Tree Management in Parks
- C2.3 Recreation Fees & Charges

CARRIED UNANIMOUSLY

2. It was moved and seconded that the following policies be converted from Board Policy to CAO Policy and referred to staff:

- A1.2 Distribution of Agendas
- B1.17 Green Housekeeping Program
- B1.18 Plug-in Hybrid Electric Vehicles
- C3.1 Use of Buses for Special Events
- C3.2 Distribution of Complimentary & Reduced Fare Products
- C3.3 Use of RDN Buses During an Emergency or Disaster

CARRIED UNANIMOUSLY

3. It was moved and seconded that Board policies identified in Attachment 1 as requiring amendment be presented to the Board for consideration at future meetings.

CARRIED UNANIMOUSLY

4.2 Committees Review

1. It was moved and seconded that the Sustainability Select Committee be dissolved and such matters be considered by the Committee of the Whole.

CARRIED UNANIMOUSLY

2. It was moved and seconded that the Terms of Reference for the Drinking Water & Watershed Protection Technical Advisory Committee be amended to indicate that the Committee will “provide recommendations to the Board through the Committee of the Whole”.

CARRIED UNANIMOUSLY

3. It was moved and seconded that the Emergency Management Select Committee be dissolved and such matters be considered by the Electoral Area Services Committee.

CARRIED UNANIMOUSLY

4. It was moved and seconded that the Fire Services Advisory Committee be dissolved and such matters be considered by the Electoral Area Services Committee.

CARRIED UNANIMOUSLY

5. It was moved and seconded that in camera matters only be considered by a commission or an advisory body when referred to that body by the Board.

CARRIED UNANIMOUSLY

6. It was moved and seconded that Committee of the Whole meetings commence at 4:00 p.m.

It was moved and seconded that the main motion be amended by deleting "4:00 p.m." and replacing with "3:00p.m."

Opposed (1): Director Thorpe

CARRIED

The vote was taken on the main motion as amended.

It was moved and seconded that Committee of the Whole meetings commence at 3:00 p.m.

CARRIED UNANIMOUSLY

7. It was moved and seconded that Board meetings commence at 4:00 p.m.

Opposed (2): Director Veenhof, Director Thorpe

CARRIED

8. It was moved and seconded that web streaming meetings be considered for inclusion in the 2018 Operational Plan and Budget.

CARRIED UNANIMOUSLY

9. It was moved and seconded that staff be directed to draft the necessary amendments to the Board Procedure Bylaw to reflect these changes.

CARRIED UNANIMOUSLY

TIME: 6:59PM

CHAIR

CORPORATE OFFICER

The general Grants-in-Aid programs is currently administered by the RDN as listed below:

Program/Committee	Meeting Frequency	Maximum Individual Grant Request	Annual Budget 2017
General grants up to \$5,000/Grant-in-Aid Advisory Committee	Two per year	\$5,000	\$6,100 (EA A, B, C) \$20,050 (PV, QB, EA E, F, G, H) \$32,360 returned to City of Nanaimo and \$1,485 to District of Lantzville for direct administration under their community grant programs
General grants greater than \$5,000/ RDN Board	November budget meeting or as received	N/A	Varies based on Board approvals

The Grants-in-Aid program is currently administered through an outdated Policy A1.28 which includes criteria for grant eligibility, as well as an application form and instructions. This policy is recommended to be repealed with a new policy No. A1.30. In addition to the 2017 \$60,000 base amount, individual non-profit organizations with requests over \$5,000 have often approached the Board directly for funding.

During the 2017 to 2021 Financial Plan process there were a number of community groups presenting directly over several months to the RDN Board with requests for larger grants. As a result, staff were asked to update the program process and criteria to ensure all requests are provided on a timely basis to the Board for the next year’s budget deliberations.

Staff recommend the following improvements to the general grants program to ensure a more consistent process for applications, to provide better information for all applicants and to streamline the application process. Under this program, the administrative burden to non-profit organizations will be decreased and more certainty will be provided for following year funding.

1. That all grant applications use the same application form and have the same criteria for review under Policy No. A1.30 regardless of dollar amount.
2. That grant applications must be received by the end of August in order to be considered.
3. That grant applications be considered through a Community Grants Committee application process once per year in September.
4. The Community Grants Committee will make recommendations to the Board.
5. That grants only be considered for registered non-profit organizations.
6. Applicants will be required to provide information relating to where else applications for funding have been made.

The revised community grant process will be as shown below:

Program/Committee	Deadline for Application	Meeting Frequency	Approval Process	Grant Distribution
Community Grants (all grant applications)/ Community Grants Committee	End of August for all levels of funding	Once per year, September	Board to provide preliminary approval in October, final approval with March budget bylaw	Funds paid subsequent to budget approval

Staff have reviewed community grant programs of other local governments and although there are many models in use, the one-time per year application process for non-profit organizations only with amounts included in the following year's budgets is consistent with a number of other communities.

Under this process, the annual requisition collected on behalf of the City of Nanaimo and the District of Lantzville will continue to be returned to those communities for direct distribution through their grant programs. The RDN Board would be responsible for approval of community grant applications to the Regional District and costs would be allocated across all participants in the Regional District.

At the December 6, 2016 Board meeting, the following motion was brought forward from the Grants-in-Aid Committee and passed:

That staff be directed to provide a report in spring, 2017, with options for updating the Grants-in-Aid Policy to clarify ineligibility related to annual operating expenses.

The revised policy, application form and criteria attached include additional information on the grant criteria to provide guidance on what is considered annual operating expense vs: one-time or capital expense.

No change is recommended at this time to grants administered by the District 69 Community Justice Select Committee, EA 'A' Parks, Recreation and Culture Commission, D69 Recreation Commission, and the Northern Community Economic Development Select Committee.

Given the variety of grant programs offered by the RDN as well as member municipalities, staff also recommend a comprehensive review be included for 2018 work plans including member municipalities to streamline and standardize grant programs and reduce duplication of similar programs.

Notice of these changes will be provided to community groups that regularly apply for grants prior to August to allow them time to review their processes and submit applications. This process will not impact groups who receive funding through established service areas such as search and rescue, victim services and community justice.

ALTERNATIVES

1. Approve the new Community Grants Policy No. A1.30 and the new Community Grants Committee Terms of Reference and direct staff to add an overall review of RDN Community Grant programs to 2018 work plans to streamline and standardize the various existing grant services and to ensure consistency with member municipality Community Grant Programs.

2. Provide alternate direction to staff.

FINANCIAL IMPLICATIONS

The general Community Grants program is allocated to participants based on assessment with the dollar amount varying from year to year depending on the annual budget amount approved by the Board. Making the changes noted above to the policy will provide the Board with a more defined and standardized process and a single consolidated dollar amount for the requests to be considered at one time in conjunction with the fall budget approvals.

STRATEGIC PLAN IMPLICATIONS

Recognition and support of volunteer organizations is included within the “Focus on Relationships” priority of the Board 2016 – 2020 Strategic Plan. Making the application process more consistent and updating the Grants-in-Aid policy will provide community non-profit organizations with an easier and more clearly defined process.



Wendy Idema (widema@rdn.bc.ca)
June 1, 2017



Jacquie Hill (jhill@rdn.bc.ca)

Reviewed by:

- P. Carlyle, Chief Administrative Officer

Attachments

1. Draft Community Grants Policy A1.30
2. Community Grants Application Form
3. Community Grants Committee Terms of Reference



REGIONAL DISTRICT OF NANAIMO POLICY

SUBJECT:	<i>Community Grants</i>	POLICY NO: A1.30 CROSS REF.:
EFFECTIVE DATE:	June 27, 2017	APPROVED BY: Board
REVISION DATE:		PAGE: 1 of 4

PURPOSE

To establish criteria for the Regional Board and the Community Grants Committee to evaluate community grant program requests.

POLICY

The Regional District of Nanaimo provides community grant funding in order to assist registered non-profit organizations to provide social programs and services that serve a local community or provide a regional benefit. The organization must provide a social enrichment service and demonstrate that the service fills a need in the community. It is the desire of the Regional District that organizations strive for financial independence, therefore financial need must be demonstrated and an application must be submitted in the form approved. Continuing support should not be anticipated.

A Community Grants Committee will be established to review applications for grants and make recommendations to the Board for applications to be considered in conjunction with the following year's budget. The Committee membership will be in accordance with the Community Grants Committee Terms of Reference.

GENERAL COMMUNITY GRANTS PROCEDURES

1. Grant applications are only considered from registered non-profit organizations.
2. Community Grants are supported for the following general uses:
 - (a) Requests showing a significant benefit to the Regional District or specific area within the Regional District including but not limited to:
 - promoting volunteer participation and citizen involvement;
 - the use of new approaches and techniques in the solution of community needs;
 - activities/programs that are accessible to a large portion of the community's residents such as special events;
 - (b) Start-up costs for new organizations or new programs;
 - (c) Volunteer training;
 - (d) Capital costs for equipment or improvements to organization owned facilities, this includes improvements that provide additional service to the community or that extend the life of the facility and may include permanent fixtures attached to the facility.

3. Community Grants are not available for:
 - (a) Annual operating expenses such as leases, rent, utility bills, insurance and office operating costs;
 - (b) Wages, salaries or other fees for service (remuneration);
 - (c) Capital improvements to rented or leased premises;
 - (d) Private enterprise.
4. The Regional District will advertise an opportunity to apply for Community Grants with a deadline of the last Friday in August. The Community Grants application form must be submitted in the form approved.
5. Applicants will be notified in writing as to whether or not their request has been successful and, if successful, the amount they will receive.
6. Successful recipients must notify the Regional District in writing once the grant monies have been spent and provide brief details on how the money was used. Future applications from recipients not fulfilling this requirement will be rejected.
7. Community Grant requests will be considered within the criteria under this policy and relative to the overall objectives of the programs and services provided by the Regional District.

Community Grants Criteria

The Regional District of Nanaimo awards grant funding to organizations to use for social programs and services in the Regional District. Grant applications are only considered from registered non-profit organizations that meet the following criteria.

1. Community Grants are for the following general uses:
 - (a) requests showing a significant benefit to the Regional District of Nanaimo or a specific area within the Regional District including, but not limited to:
 - the promotion of volunteer participation and citizen involvement;
 - the use of new approaches and techniques in the solution of community needs;
 - activities/programs which are accessible to a large portion of the community's residents such as special events;
 - (b) start-up costs for new organizations or new programs;
 - (c) one-time costs for a specific program or project such as supplies or equipment;
 - (d) volunteer training;
 - (e) capital costs for equipment or improvements to organization owned facilities, this includes improvements that provide additional service to the community or that extend the life of the facility and may include permanent fixtures attached to the facility.
2. To be eligible for grant funding the organization must:
 - (a) be a registered non-profit organization;
 - (b) be a local organization within the Regional District of Nanaimo;
 - (c) demonstrate that the grant request is for a specific service or use, and will provide a social enrichment service to the community;
 - (d) demonstrate that the service provided fills a need in the community.
3. In addition to the completed Community Grants application form, the applicant must also provide the following information for the organization with the application package:
 - (a) current year budget;
 - (b) full financial statements for its operation;
 - (c) details regarding the specific use for the grant funds requested, and a breakdown of all expenses for the use of the grant;
 - (d) information regarding other sources of funding and other grant applications that have been made.
4. The following services and/or functions are not eligible for community grant funding:
 - (a) annual operating expenses such as leases, rent, utility bills, insurance and office operating costs;
 - (b) wages, salaries or other fees for service (remuneration);
 - (c) capital improvements to rented or leased premises;
 - (d) private enterprise.
5. Applications received after the deadline will not be accepted and will be returned to the applicant.
6. Applications that do not meet the criteria will not be recommended for approval.



COMMUNITY GRANTS PROGRAM APPLICATION

NAME OF ORGANIZATION		GRANT AMOUNT REQUESTED	
MAILING ADDRESS			
POSTAL CODE		CONTACT PERSON	
EMAIL ADDRESS		TELEPHONE NUMBER	

PLEASE REVIEW THE COMMUNITY GRANTS CRITERIA OUTLINED ON THE LAST PAGE OF THIS FORM. DOES YOUR ORGANIZATION MEET THE CRITERIA FOR THIS PROGRAM?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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IMPORTANT: If your organization meets the Community Grants criteria, and if you can answer 'yes' to the following four questions, please proceed to complete this application for submission.

Are you a registered non-profit organization in good standing?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Does your organization provide a social enrichment service to the community?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Does the project fill a need in the community?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Does the project promote volunteer participation and citizen involvement?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

Application Submission Requirements

Please provide the following information. Items 1 through 14 are mandatory requirements for consideration of the application. Please attach additional pages with corresponding question numbers if more space is required.

1. Provide information about the programs and services offered to the community by your organization.

2. Provide information regarding your organization’s revenue generating activities and other sources of income.

3. Does your organization own its own facility? YES NO

Grant Request Information:

4. Describe the project that this grant is intended to be used for.

5. Provide the project start and end date.

Start Date:

End Date:

6. Describe the benefit of the project for the residents fo the Regional District.

7. How many people does your organization anticipate will attend, benefit or participate in this project?

8. Describe how the project will promote volunteer participation and citizen involvement. Include a description of the types of roles the volunteers will undertake.

9. Provide details of how the grant funding will be used and a breakdown of expenses.

10. Provide information regarding revenues and fees that will be charged for the event or program (if applicable).

11. Provide details regarding all other sources of funding for this project including financial contributions and any grants received, or applied for, from other sources, i.e. other municipalities, levels of government or service organizations.

Budget Information – please provide the following information as separate attachments:

12. Provide a copy of your organization’s current year budget. Attached
13. Provide a copy of your organization’s latest financial statement. Attached
14. Provide an annual report for your organization, if applicable. Attached N/A

Applications received that are incomplete, that do not meet the criteria, or are received after the deadline will not be considered. Please check to ensure that you have provided all information and details as requested in this application prior to submission.

SIGNATURE	DATE
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Please submit your organization’s completed application to:

Finance Department
 Regional District of Nanaimo
 6300 Hammond Bay Road, Nanaimo, BC V9T 6N2
 Telephone: 250-390-4111 or toll free 1-877-607-4111, Fax: 250-390-6572
 Email: corpsrv@rdn.bc.ca

Please Note: The Regional District of Nanaimo is subject to the provisions of the *Freedom of Information and Protection of Privacy Act* and cannot guarantee that information provided can or will be held in confidence.

Community Grants Criteria

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1. Community Grants are for the following general uses:
 - (a) requests showing a significant benefit to the Regional District of Nanaimo or a specific area within the Regional District including, but not limited to:
 - the promotion of volunteer participation and citizen involvement;
 - the use of new approaches and techniques in the solution of community needs;
 - activities/programs which are accessible to a large portion of the community's residents such as special events;
 - (b) start-up costs for new organizations or new programs;
 - (c) one-time costs for a specific program or project such as supplies or equipment;
 - (d) volunteer training;
 - (e) capital costs for equipment or improvements to organization owned facilities, this includes improvements that provide additional service to the community or that extend the life of the facility and may include permanent fixtures attached to the facility.
2. To be eligible for grant funding the organization must:
 - (a) be a registered non-profit organization;
 - (b) be a local organization within the Regional District of Nanaimo;
 - (c) demonstrate that the grant request is for a specific service or use, and will provide a social enrichment service to the community;
 - (d) demonstrate that the service provided fills a need in the community.
3. In addition to the completed Community Grants application form, the applicant must also provide the following information for the organization with the application package:
 - (a) current year budget;
 - (b) full financial statements for its operation;
 - (c) details regarding the specific use for the grant funds requested, and a breakdown of all expenses for the use of the grant;
 - (d) information regarding other sources of funding and other grant applications that have been made.
4. The following services and/or functions are not eligible for community grant funding:
 - (a) annual operating expenses such as leases, rent, utility bills, insurance and office operating costs;
 - (b) wages, salaries or other fees for service (remuneration);
 - (c) capital improvements to rented or leased premises;
 - (d) private enterprise.
5. Applications received after the deadline will not be accepted and will be returned to the applicant.
6. Applications that do not meet the criteria will not be recommended for approval.

REGIONAL DISTRICT OF NANAIMO

**COMMUNITY GRANTS COMMITTEE
TERMS OF REFERENCE**

June 2017

PURPOSE:

The role of the Community Grants Committee is to review grant applications received from registered non-profit organizations in the Regional District of Nanaimo (RDN), once a year, and make recommendations to the RDN Board. (See RDN Board Policy No. A1.30)

COMMITTEE ROLES AND RESPONSIBILITIES:

The Community Grants Committee will meet to review and provide comments and recommendations to the RDN Board of Directors concerning individual Community Grant applications received from registered non-profit organizations that provide a social enrichment service to the community.

Applications are submitted for grants as per the approved RDN Community Grants Policy.

MEMBERSHIP:

- The Committee is comprised of three RDN directors from the RDN Board.
- The Committee members and Chair will be appointed annually by the RDN Board Chair.

MEETINGS:

- The Committee will meet annually in October.
- A quorum of two of the Committee membership is required to conduct Committee business.
- Staff will be assigned to support the Committee including the coordination of agendas, minutes and staff contacts for Committee members.

Identifying the appropriate comparable regional districts will be an important component of the consultant's research. A review of data from other regional districts (RDs) throughout the province provides few other RDs that have similar population, budget and complexity of services that are necessary for a suitable comparison. Therefore, including both RDs and municipalities as comparators would provide a more fulsome picture of the local government sector.

The following list of local governments is similar to one which has been used recently by the Capital Regional District (CRD) as comparators. This list contains comparators that the consultant could use in their review of the RDN's Directors' remuneration.

Capital Regional District	City of Kamloops
Regional District of Central Okanagan	City of Kelowna
Cowichan Valley Regional District	Township of Langley
Fraser Valley Regional District	City of Nanaimo
Metro Vancouver Regional District	District of North Vancouver
City of Abbotsford	City of Richmond
City of Coquitlam	District of Saanich
Corporation of Delta	City of Victoria

There are extensive hours required by RDN Directors to fulfil the responsibilities of their office. Bylaw No. 1317 provides for supplemental remuneration for Electoral Area Directors in recognition of the additional responsibilities of these Directors. Bylaw No. 1317 also provides for office equipment and internet services for Electoral Area Directors. The draft Terms of Reference directs the consultant to ensure that recommendations appropriately reflect the work of the Directors and the need to attract a broad range of candidates in the 2018 election.

As Directors are aware, the 2017 Federal budget proposes to:

“Remove the tax exemptions for non-accountable expense allowances paid to members of provincial and territorial legislative assemblies and to certain municipal office-holders.”

The consultant will be requested to consider opportunities to mitigate this loss, whether through increased remuneration or other enhanced perquisites.

ALTERNATIVES

1. That the attached Terms of Reference for the independent review of the Regional District of Nanaimo's Directors' remuneration by an independent consultant be approved.
2. That alternate direction be provided.

FINANCIAL IMPLICATIONS

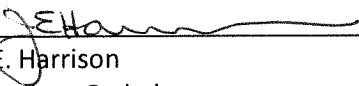
The 2017 Budget includes \$20,000 for the Directors' remuneration review.

STRATEGIC PLAN IMPLICATIONS

Governing Principles

Have Vision and Courage - an increasingly unpredictable future will require courage to take bold actions to realize our vision for a resilient region.

Show Fiscal Restraint - through enhanced financial planning, the Board will ensure long term viability of the RDN through prudent use of tax dollars, delivering services expected by residents of the Region as cost effectively as possible.



J.E. Harrison
jharrison@rdn.bc.ca
June 19, 2017

Reviewed by:

- P. Carlyle, Chief Administrative Officer

Attachments

1. Terms of Reference for Directors' Remuneration Review

**Directors' Remuneration Review
Terms of Reference**

Scope of Service

The RDN requires the following elements as part of the service to be provided:

1. Comparison of base remuneration from comparator group as follows:

Capital Regional District	City of Kamloops
Regional District of Central Okanagan	City of Kelowna
Cowichan Valley Regional District	Township of Langley
Fraser Valley Regional District	City of Nanaimo
Metro Vancouver Regional District	District of North Vancouver
City of Abbotsford	City of Richmond
City of Coquitlam	District of Saanich
Corporation of Delta	City of Victoria

2. Comparison of supplemental remuneration for Regional District electoral area directors from the comparator group.
3. Comparison of benefits provided in other local governments such as medical, dental, extended health, MSP premiums, vehicle allowance, short term disability, pension, insurance coverage, travel insurance, severance, hospitality, etc.
4. Comparison of other perquisites provided in other local governments such as per diem, incidentals, travel expenses, computer, printer, cell phone, internet connection, office supplies, local government association fees and membership dues, municipal publications, childcare, eldercare, etc.
5. Options for compensating for the future loss of the one-third tax free provision.
6. Recommendations to the Board that ensure fair compensation for responsibilities of both municipal and electoral area Directors and recognize the need to attract a broad range of candidates in future Regional District of Nanaimo elections.

Current Bylaws and policies attached for information:

1. Regional District of Nanaimo Board and Committee Member Remuneration, Expenses and Benefits Bylaw No. 1078
2. Regional District of Nanaimo Board Remuneration and Expenses (Electoral Areas Only) Bylaw No. 1317
3. Policy A1.15 - Fax Machines & Personal Computers for Board Members
4. Policy A2-01 – Board Expenses

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1078

(consolidated for convenience only to include up to 1078.08)

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

WHEREAS Section 780 of the Municipal Act provides that a Board may by bylaw, provide for the remuneration, expenses and benefits of directors and committee members;

NOW THEREFORE, the Board of the Regional District of Nanaimo, in open meeting assembled, enacts as follows:

1. This bylaw may be cited for all purposes as "Regional District of Nanaimo Board and Committee Member Remuneration, Expenses and Benefits Bylaw No. 1078, 1997".
2. In this bylaw unless the context otherwise requires:

"Act" means the Municipal Act.

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

"Director" means a person appointed or elected to the Board as a Director and includes the Chairperson and Vice Chairperson but does not include an Alternate Director.

"Alternate Director" means a person appointed as an Alternate Director pursuant to the Municipal Act.

"Commission" means a commission appointed by the Board under Section 176(1)(g) of the *Local Government Act*.

"Committee Member" means a member of the public appointed by the Board to an Advisory Standing Committee or Commission as established by the Board, or to the Regional District of Nanaimo Board of Variance.

"Local Interest Group" means an advocacy group which does not exist outside of the Regional District of Nanaimo, whose membership consists primarily of residents and/or property owners of the Regional District, whose primary purpose is to provide educational material and resources related to its establishing purposes, to residents of the District and which does not act as or provide any commercial or business activities on a regular basis.

"Public Information Meeting" means a meeting scheduled pursuant to the "Coordinated Public Consultation/Communication Framework 2000" Policy.

"Scheduled Standing Committee" means a liaison committee of one as identified in the "Regional District of Nanaimo Board Procedure Bylaw No. 1512, 2006".

"Select Committee" means a Select Committee appointed under Section 795 of the *Local Government Act* comprised solely of Board members.

"Standing Committee" means a Standing Committee appointed by the Chairperson under Section 795 of the *Local Government Act* comprised solely of Board members.

3. Directors elected or appointed to the Board do so with the understanding that they will participate fully in the business of the Board. The remuneration rates established in this bylaw reflect the work of an elected member and members are expected to attend all regularly scheduled meetings unless there are extenuating circumstances.
4. The remuneration for Directors is established according to Schedule 'A' to this bylaw. Remuneration rates are effective commencing the pay period following the annual inaugural Board meeting.
5. One third of all remuneration paid pursuant to Schedule 'A' shall be considered to be an allowance for expenses incidental to the discharge of the duties of office other than those described under Section 6 and 7 of this bylaw.
6. In addition to the remuneration paid in Schedule 'A', the following expenditures made or expenses incurred by a Director or Alternate Director when the Director or Alternate Director is representing the Regional District, engaged in Regional District business or attending a meeting, course or convention in connection with the business of the Regional District, will be paid by the Regional District, at cost, including applicable taxes, unless otherwise specified, for:
 - (a) For transportation as described in Sections 6(b), (c), (g), (h) and (j), reimbursement will be only for the most direct and/or economical means of transportation.
 - (b) Mileage accumulated on a Director's or Alternate Director's own motor vehicle at the rate prescribed in Schedule 'B', incurred for:
 - (i) attendance at Regular or Special Board meetings.
 - (ii) attendance at Standing or Select Committee meetings.
 - (iii) attendance at seminars, conferences or conventions.
 - (iv) attendance at Public Hearings held pursuant to Section 956 of the Act.

- (v) attendance at Public Hearings called for by the Board for any other purpose.
- (vi) Attendance at Public Information meetings called for by the Board for any purpose.
- (vii) attendance at meetings outside of the members jurisdiction pursuant to a request from Regional District staff.
- (viii) attendance at public meetings arranged by the AVICC, UBCM, LGMA or other levels of Government.
- (ix) attendance at other meetings outside of the Director's electoral jurisdiction when appointed by the Board or the Board Chair to represent the Board.

but for greater clarity does not include:

mileage incurred within a Director's electoral or municipal area jurisdiction, including but not limited to neighbourhood association or residents association meetings or official ceremonies unless specifically authorized by the Board to attend the meeting on behalf of the Board.

- (x) for Alternate Electoral Area Directors, reimbursement is provided for mileage accumulated on their own vehicle for attendance at meetings in the absence of the elected Director when staff are in attendance at the meeting.
- (c) For the Chairperson, in addition to amounts reimbursed under 5(b), mileage accumulated on his/her own motor vehicle at the rate prescribed in Schedule 'B' for travel while representing the District or engaged in Regional District business.
- (d) Accommodation for a Director or Alternate Director based on single occupancy, at a facility most convenient to the location of the seminar, convention or meeting.
- (e) Accommodation for a Director or Alternate Director and their spouse/partner at a facility most convenient to the location of the annual UBCM and AVIM conventions.
- (f) For the Director of Electoral Area 'B', where returning home on the same day from a Board or Standing or Select Committee meeting is not possible as a result of the duration of the meeting, accommodation based on single occupancy and breakfast at the rate prescribed in Schedule 'B'.

- (g) Return airfare for trips based on single economy fare:
- (i) for Electoral Area Directors or Alternate Electoral Area Directors to attend the Union of British Columbia Municipalities annual convention;
 - (ii) for the Chairperson and authorized Board members to attend the Federation of Canadian Municipalities annual convention;
 - (iii) for Directors or Alternate Directors, with prior Board approval, and in all cases for the Chairperson to travel to Victoria or the Lower Mainland for purposes related to Regional District business in addition to subparagraph (i);
 - (iv) for Directors and/or the Chairperson for purposes of urgent Regional District business and attendance at administrative, tribunal or court proceedings related to the Regional District.
- (h) Ferry fares for vehicle and one driver or one foot passenger;
- (i) Taxis or shuttle bus rides;
- (j) Rental motor vehicles;
- (k) Parking fees;
- (l) Long distance telephone charges for calls on Regional District business.
- (m) Meal allowances at the rates prescribed in Schedule 'B' will be paid to Directors and Alternate Directors while attending a meeting, a course or a convention as a representative of the Regional District, excluding the cost of any meal provided as part of the cost of registration to a meeting, convention or seminar;
- (n) For meal expenses incurred by the Chairperson, not to exceed the rates prescribed in Schedule 'B' times the number of persons in attendance, or the actual expense, whichever is less;
- (o) For meal expenses incurred by a Director or Alternate Director at the rate prescribed in Schedule 'B' where consecutive Board or Standing or Select Committee meetings make returning home for a meal impractical; and
- (p) Registration fees for conventions/seminars will be paid for Directors or Alternate Directors only.

11. Bylaws 948, 948.01 and 948.02 are hereby repealed.
12. Schedules 'A' and 'B' are a part of and enforceable in the same manner as this bylaw.

Introduced and read three times this 11th day of February, 1997.

Adopted this 11th day of February, 1997.

CHAIRPERSON

SECRETARY

Chairperson

Sr. Mgr., Corporate Administration

SCHEDULE 'A'

1. Remuneration rates effective commencing the pay period following the Inaugural Board Meeting in each year shall be as follows:

	<u>Dec. 2014</u>	<u>Dec. 2015</u>	<u>Dec. 2016</u>	<u>Dec. 2017</u>
All Directors	\$11,855 plus CPI adjustment plus \$1,350	Prior year plus CPI adjustment	Prior year plus CPI adjustment	Prior year plus CPI adjustment
Chairperson – allowance	\$19,500	Prior year plus CPI adjustment	Prior year plus CPI adjustment	Prior year plus CPI adjustment

- (a) The base remuneration shall cover up to four regularly scheduled Board or Committee meetings, Ideas and Updates meetings and up to one additional informational seminar per month.

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

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

Vice Chairperson of the Board	\$160 per meeting when acting as Chairperson of the Board
Committee Chairperson (Standing, Select, Advisory, Public Hearing or Public Information Meeting)	\$110 per meeting chaired
Committee Vice Chairperson (has the same meaning as Committee Chairperson)	\$85 per meeting chaired
Alternate Director	\$80 per meeting when attending in the regular Director's place
Select Committees	\$70 per meeting attended
Scheduled Standing Committees	\$70 per meeting attended
Advisory Standing Committees	\$70 per meeting attended
Public Hearings	\$70 per meeting attended
Public Information Meeting	\$70 per meeting attended
Other meetings	\$70 per meeting for Directors appointed by the Board or the Chairperson to represent the Regional District at other Regional District business meetings

- (a) Where a Committee meeting, Public Hearing, Public Information meeting or Other Business meeting, exceeds half a day or four hours in length, the per diem shall be \$110.
- (b) The Chair and/or a Director designated by the Chair shall receive a meeting per diem of \$110 when attending meetings with senior levels of government or when representing the Regional District at locations outside of the Regional District unless otherwise remunerated as a representative of another organization attending the meeting.
- (c) Meeting per diems shall be paid for sub-committee work only where the committee appointment is to an organization constituted under Provincial legislation or is directly related to the Regional District's service responsibilities.

3. The rates above shall be reviewed by a Committee appointed by the Board in the year of Local Government elections and any changes shall be effective from the pay period following the December inaugural Board meeting of that year.

Chairperson

Sr. Mgr., Corporate Administration

SCHEDULE 'B'

1. Meal Expenses

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

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

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

2. Overnight Travel

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

3. Mileage

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

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

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1317

(Consolidated for convenience only to include up to 1317.04)

**A BYLAW TO AMEND THE SUPPLEMENTAL
REMUNERATION RATES FOR ELECTORAL AREA DIRECTORS**

WHEREAS Section 788 of the *Local Government Act* provides that a Board may by bylaw, provide for the remuneration, expenses and benefits of directors;

NOW THEREFORE, the Board of the Regional District of Nanaimo, in open meeting assembled, enacts as follows:

1. This bylaw may be cited for all purposes as "Regional District of Nanaimo Board Remuneration and Expenses (Electoral Areas Only) Bylaw No. 1317, 2002".

2. In this bylaw unless the context otherwise requires:

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

"**Electoral Area Director**" means a person appointed or elected to the Board as a Director from an unincorporated Electoral Area but does not include an Alternate Director.

"**Alternate Director**" means a person appointed as an Alternate Director to an Electoral Area Director pursuant to this bylaw and the Local Government Act.

"**Regional Allowance**" means an amount paid to an Electoral Area Director in addition to amounts authorized under "Regional District of Nanaimo Board and Committee Member Remuneration, Expenses and Benefits Bylaw No.1078".

3. The rate for the Regional Allowance for Electoral Area Directors is established according to Schedule 'A' to this bylaw.

4. One third of all remuneration paid pursuant to Section 1 shall be considered to be an allowance for expenses incidental to the discharge of the duties of office.

5. In addition to the remuneration paid in Section 1, the following expenditures made or expenses incurred by an Electoral Area Director will be paid by the Regional District, at cost, including applicable taxes, unless otherwise specified, for:

- a) Operating costs for fax machines and computer equipment, including, but not limited to paper supplies, printer cartridges and toner
- b) Installation and repair costs for fax machines and computer equipment
- c) Dedicated telephone lines for fax machines

- d) Internet service for the purposes of establishing e-mail accounts, such service to be the minimum required to establish a reasonable communications link with the Regional District of Nanaimo
- 6. The provisions of Sections 3 shall be administered by the Manager of Accounting Services of the Regional District of Nanaimo who shall be responsible for the application of its provisions and the review and adjudication of expense claims submitted. In the event of a conflict of interpretation, the matter shall be referred to an Administrative Committee comprised of the Treasurer, the Chief Administrative Officer and the Chairperson of the Board. Where this Committee is unable to resolve the conflict to the satisfaction of the Electoral Area Director, the matter shall be referred to the Board for adjudication.
- 7. Schedule 'A' is a part of and enforceable in the same manner as this bylaw.

Introduced and read three times this 13th day of August, 2002.

Adopted this 13th day of August, 2002.

CHAIRPERSON

GENERAL MANAGER CORPORATE SERVICES

Chairperson

Corporate Officer

SCHEDULE 'A'

1. Remuneration rates effective commencing the pay period following the Inaugural Board Meeting in each year shall be as follows:

	<u>Dec. 2014</u>	<u>Dec. 2015</u>	<u>Dec. 2016</u>	<u>Dec. 2017</u>
Regional Allowance – Electoral Areas only	\$10,985	Prior year plus CPI adjustment	Prior year plus CPI adjustment	Prior year plus CPI adjustment

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

2. The rates above shall be reviewed by a Committee appointed by the Board in the year of Local Government elections and any changes shall be effective from the pay period following the December inaugural Board meeting of that year.

Chairperson

Sr. Mgr., Corporate Administration

SCHEDULE 'B'

1. Meal Expenses

- a) Breakfast to a maximum of: \$15.00 without a receipt
- b) Lunch to a maximum of: \$20.00 without a receipt
- c) Dinner to a maximum of: \$30.00 without a receipt
- d) If a receipt is submitted, the actual cost will be reimbursed provided that:
 - (i) The cost of the meal excluding taxes but not including a gratuity does not exceed the maximum cost under a), b) or c); and,
 - (ii) The gratuity if any, does not exceed 15% of the total meal cost including taxes.
- e) Where travel occurs outside of Canada the meal expense maximums shall be converted at prevailing exchange rates.
- f) There will be no reimbursement for alcoholic beverages.

2. Overnight Travel

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

3. Mileage

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

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

4. Extended Health, Dental and MSP Premiums

The extended health, dental and MSP premiums will be paid for any Electoral Area Director who requests this coverage.

REGIONAL DISTRICT OF NANAIMO

POLICY

SUBJECT: <i>Fax Machines & Personal Computers for Board Members</i>	POLICY NO: A1.15
	CROSS REF.:
EFFECTIVE DATE: May 10, 1994	APPROVED BY: Board
REVISION DATE: October 12, 1999 January 14, 2003 August 26, 2008	April 10, 2001 July 2005 March 2010
	PAGE: 1 of 2

PURPOSE

To establish the terms and conditions for providing fax machines and personal computers to Board members.

POLICY

1. Fax Machines

At the request of a Director, the Regional District will provide a fax machine to the Director for use in their residence for the purpose of carrying on Regional District business during their term of office. The Regional District will pay, or reimburse Directors, for the cost of installation, setup and maintenance of the equipment, as required. The Regional District shall where requested provide paper, supplies and toner cartridges necessary for the operation of the fax machine for Regional District business only or reimburse a Director for the out of pocket cost of such supplies.

Fax machines will not be provided to Alternate Directors.

2. Dedicated Fax Line

The Regional District will pay, or reimburse Directors, for the cost of installation and setup of a dedicated fax line for Directors who have fax machines in their residence. A monthly allowance for the cost of the dedicated fax line shall be provided on or about the first day of the month.

In order to mitigate Director long distance charges, the Regional District shall provide a 1-800 fax line for the use of the Directors only. The 1-800 number shall not to be made available to the general public.

3. Personal Computers

Upon initial election an Electoral Area Director shall have the option to have the Regional District provide a desktop computer, monitor and printer to the Director for use in their residence for the purpose of carrying on Regional District business during their term of office. The Regional District will pay for the initial installation, setup and maintenance costs as required and shall where requested provide paper for Regional District business only or reimburse a Director for the out of pocket cost of such supplies.

Desktop computers will include basic word processing and internet/email communication software. The Regional District will contract with a local service provider for hardware and software support. Desktop computers will not be provided to Alternate Directors.

At the option of a Director, upon initial election, the Director may choose to receive a taxable cash allowance of \$2,000 for the purchase of computer/printer equipment.

Where a Director is re-elected to a further term, a taxable cash allowance of \$2,000 shall be paid on January 1 in the year following the election. The Regional District shall have no further responsibility for the repair or upgrading of computer/printer/fax equipment beyond a Director's first term of office.

4. Internet Service

The Regional District will pay, or reimburse Electoral Area Directors, for the cost of installation and setup of internet access (high speed where available) for Electoral Area Directors who have desktop computers in their residence. An allowance for the monthly cost of basic internet service shall be provided on or about the first day of the month.

5. Mobile Telecommunication Devices

At the option of an Electoral Area Director, the Regional District will either provide the Director with a Blackberry or a monthly allowance of \$50 as reimbursement for a mobile telecommunication device. The allowance shall be provided on or about the first day of the month.

6. Annual Eligibility for Communication Services Allowances

In December of each year a Director shall report on request which types of communication services are in use by the Director. The monthly allowances shall be amended in accordance with that report commencing January 1 of each calendar year.

7. Equipment disposition at the end of a Director's term of office

In consideration of the extensive use of fax machines and computer/printer equipment during a term of office, any equipment purchased by a Director using a cash allowance or supplied by the Regional District to a Director as outlined in this policy, shall remain the property of the Director once they are no longer holding office.

8. Non-Taxable Benefit

Where the Regional District purchases and provides fax machines and personal computers under this Policy in order to provide a benefit to the Regional District, the equipment is deemed to be a non-taxable benefit in accordance with Canada Customs and Revenue Agency rules and regulations.

Cash allowances provided under this policy shall be treated as taxable benefits in accordance with Canada Customs and Revenue Agency rules and regulations.

REGIONAL DISTRICT OF NANAIMO

POLICY

SUBJECT: <i>Board Expenses</i>	POLICY NO: A2.1
	CROSS REF.:
EFFECTIVE DATE: June 22, 1982	APPROVED BY: Board
REVISION DATE: May 12, 1987 March 14, 1989 September 11, 1990 June 14, 1994 October 11, 1994	PAGE: 1 of 1

PURPOSE

To describe the requirements for submitting expense claims pursuant to "Regional District of Nanaimo Board and Committee Members Remuneration Expenses and Benefits Bylaw No. 948, 1994".

POLICY

Detailed receipts will be required for the following expenses:

1. **Meals** - except when claiming the per diem rate, a receipt detailing meal costs and the names of the persons attending the meal.
2. **Transportation** - for all means of transportation excluding personal vehicle mileage.
3. **Accommodation** - except when paid by/billed to the Regional District.
4. **Parking costs**
5. **Long distance telephone charges**
6. **Conference/Seminar registration fees** - except when paid by/billed to the Regional District.

CLAIMS PROCEDURE

Mileage - Claims shall be submitted on the Regional District standard mileage claim form at the end of the month in which expenses were incurred.

Conventions/Seminars/Other - Claims may be submitted immediately subsequent to the Director's/ Alternate Director's return using the Regional District standard expense claim form.

All expense claims will be processed following regular accounts payment procedures.

Expense claims shall be deemed payable only if submitted within 90 days of the month end in which they are incurred. No claim for a previous year will be paid if submitted after February 15th of the following year.