



**Regional Hospital
District Remuneration
and Expenses Bylaw**

The following is a consolidated copy of the regional hospital district remuneration and expenses bylaw and includes the following bylaws:

Bylaw No.	Bylaw Name	Adopted	Purpose
244	Comox-Strathcona Regional Hospital District Board Remuneration Bylaw No.244, 2008	October 1, 2008	A bylaw to provide for director and committee member remuneration and expenses
253	Comox-Strathcona Regional Hospital District Board Remuneration Bylaw No.244, 2008, Amendment No. 1	October 15, 2009	A bylaw to update remuneration and expenses regulations

This bylaw may not be complete due to pending updates or revisions and therefore is provided for reference purposes only. THIS BYLAW SHOULD NOT BE USED FOR ANY LEGAL PURPOSES. Please contact the corporate legislative officer at the Comox Valley Regional District to view the complete bylaw when required.

COMOX-STRATHCONA REGIONAL HOSPITAL DISTRICT**BYLAW NO. 244****A bylaw to provide for director and committee member remuneration and expenses**

WHEREAS the Comox-Strathcona Regional Hospital District was created by letters patent on December 8, 1967;

AND WHEREAS, under section 15 of the *Hospital District Act*, the board of the Comox-Strathcona Regional Hospital District may by bylaw provide for the remuneration of its directors, alternative directors, chair, acting chair and any officer of the board;

NOW THEREFORE BE IT RESOLVED THAT the board of the Comox-Strathcona Regional Hospital District, in open meeting assembled, enacts as follows:

Definitions

1. In this bylaw:
 - (a) Director means a municipal director or electoral area director of the board, and includes the chair and alternate directors when that alternate director is acting in the place of a director; and
 - (b) Public body means a registered society or a committee, board or commission of a legal entity other than the regional hospital district, or a body so designated by the board

Chair remuneration

2. The chair of the board shall be provided with an annual remuneration of \$3,600.00 payable monthly in 12 equal installments.

Director remuneration for meeting attendance

3. (1) Each director shall be paid \$125.00 for attendance at a duly constituted regional hospital district board meeting.
- (2) Each director who is a duly appointed member of a standing, select or special committee of the board or who has been invited to attend a meeting of such a committee by the chair of the committee, shall be paid the sum of \$125.00 for attendance at such committee meeting.
- (3) The chair of a committee of the board shall be paid \$75.00 each meeting for chairing such a committee.
- (4) In recognition of the fact that some directors incur more travel time than others to attend a meeting, each director who attends a duly authorized board or committee meeting which is convened more than 60 kilometers distance or one hour travel time, one way, from the director's home shall be paid \$20.00 for each hour of travel to attend the meeting. Travel remuneration shall be paid through the payroll department upon receipt of a signed and certified travel remuneration form and should be submitted within 60 days of the meeting. The payroll department's role in reviewing the travel remuneration claim forms is to verify the amounts claimed in accordance with this bylaw and to process claims in a timely manner. Any issues/discrepancies shall be referred to the board or appropriate committee."

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Appointment to a public body

4. (1) Directors may, by resolution, be appointed to represent the board on a public body.
- (2) If the public body does not pay remuneration or travel expenses, the director shall be entitled to receive the following from the regional hospital district:
 - (a) Remuneration of \$50.00 per meeting; and/or
 - (b) Travel expenses pursuant to this bylaw.

- (3) The resolution must state the name of the public body and whether remuneration and/or travel expenses will be paid for attendance at each meeting.

Qualifying expenses and expenditures

5. (1) Subject to section 6 of this bylaw, a director may be reimbursed for expenditures made and expenses incurred by them when they are:
 - (a) Representing the regional hospital district;
 - (b) Engaging in regional hospital district business;
 - (c) Attending a meeting or course on behalf of the regional hospital district;
 - (d) Attending a meeting of the regional hospital district board; or
 - (e) Attending a committee meeting or has been invited to a committee meeting by the chair of that committee.
- (2) Authorized expense types and the level of payment are listed in schedule ‘A’.
- (3) Directors are strongly encouraged to submit monthly expense claims and should submit those claims within 30 days of the expense.
- (4) Travel expenses shall be paid upon receipt of a signed remuneration form, provided that travel expenses are not reimbursed by another organization for a meeting in the same location on the same day.

Approval and payment of expenses

6. (1) All expenses and expenditures not specifically authorized by this bylaw for any director, including the chair and the vice-chair, must receive authorization of the board before they are reimbursed.
- (2) The finance department's role in reviewing claims is limited to verifying the amounts in accordance with this bylaw. Any issues/discrepancies shall be referred to the board.
- (3) All expenses and expenditures listed in schedule ‘A’ must be supported by proper and complete receipts clearly identifying the purpose of the meeting, course or business, together with a signed claim for reimbursement or payment, and submitted to the finance department of the regional district promptly after the expense is incurred, but receipts need not be provided in respect of non-commercial accommodation. Private motor vehicle mileage will be paid according to schedule ‘B’ (eligible mileage and travel time). Additional mileage charges will need complete notation of description of function and considered by the board for approval before reimbursement.
- (4) Authorized expenses shall be paid in a timely fashion.
- (5) ‘Partners’ program and registration fees for a conference or seminar are not to be borne by the regional hospital district. For convenience, if a director wishes to register a spouse/partner for a conference, the regional hospital district may submit the fees on behalf of the director. Partner fees paid by the regional hospital district will be deducted from the director’s travel advance or claim upon submission to the finance department.
- (6) A director registered to attend a conference or meeting on behalf of the regional hospital district and, except for illness or emergency reasons, does not attend such conference or meeting, shall be obligated to pay 50% of any costs the regional hospital district can not cancel and has to pay on behalf of that director.
- (7) Board approval is required for all out of province regional hospital district business.

Bylaw Review

7. An independent review of director remuneration, expenses and benefits shall be conducted every six years in the year following the local government elections, beginning in 2015.

Repeal

8. Bylaw No. 192 being "Comox-Strathcona Regional Hospital District Board Remuneration Bylaw No. 192, 1999" is hereby repealed.

Citation

9. This Bylaw No. 244 may be cited as "Comox-Strathcona Regional Hospital District Remuneration and Expenses Bylaw 2008".

**Schedule ‘A’
Allowance and Expense Reimbursement Schedule**

1.	Commercial accommodation (single occupancy) plus gratuities	Actual cost at provincial government accommodation rates.
2.	Non-commercial accommodation	\$35.00
3.	Course or conference registration fees and related course material	Actual cost
4.	Private motor vehicle use	<p>4 (a) Travel on paved road surfaces will be reimbursed at the kilometre rate approved by the Canada Revenue Agency (CRA) at the time the expense is incurred.</p> <p>(b) Travel on unpaved road surfaces will be reimbursed at the kilometrage rate approved by CRA plus 20% per kilometre. Kilometrage will be reimbursed to the maximum distances listed in Schedule “B”.</p> <p>(c) When a director chooses to use ground rather than air transportation, costs will be reimbursed at the lesser of:</p> <ul style="list-style-type: none"> i. Kilometre rate reimbursement for the round trip distance travelled, plus ferries, and; ii. Cost of return airfare plus ground transportation costs such as taxi, cab, or shuttle fares.
5.	Ferry transportation	Actual cost
6.	Airline transportation	Actual cost
7.	Telephone or facsimile transmission charges	Actual cost
8.	Photocopying charges	Actual cost
9.	Printing and circulating of information circulars	Actual cost

<p>BL#253</p>	<p>10. Meal charges – no overnight travel per diem</p>	<p>In order to claim a meal allowance, the director must be away from home on regional hospital district business for the entire time period noted beside the applicable meal. Time of departure and of returning home must be noted on the expense claim form.</p> <table border="0"> <tr> <td>Breakfast</td> <td>6:00am - 9:00am</td> <td>\$15.00</td> </tr> <tr> <td>Lunch</td> <td>11:30am - 1:30pm</td> <td>\$20.00</td> </tr> <tr> <td>Dinner</td> <td>4:30pm - 7:30pm</td> <td>\$25.00</td> </tr> </table> <p>When meals are provided at conferences or meetings, no meal allowance is to be claimed for those meals which were consumed. Reimbursement may be made if a meal was purchased and supporting receipts are provided.”</p>	Breakfast	6:00am - 9:00am	\$15.00	Lunch	11:30am - 1:30pm	\$20.00	Dinner	4:30pm - 7:30pm	\$25.00
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<p>BL #253</p>	<p>11. Overnight travel per diem:</p>	<p>\$75.00 overnight travel per diem is applied to a 24-hour period. Time away from home is to be noted on the expense claim form.</p> <p>When meals are provided at conferences or meetings, the appropriate meal allowance for each meal consumed is to be deducted for those meals. Reimbursement may be made if a meal was purchased and supporting receipts are provided.”</p>									
	<p>12. Provincial and federal taxes applicable to allowable expenses</p>	<p>Actual cost</p>									

**Schedule ‘B’
Eligible mileage and travel time**

Distances	Paved (kms)	Gravel (kms)	Total (kms)	Travel Time (Hrs)
Reimbursement rates are as per the directors remuneration and expense bylaw				
(All distances and travel times are one way)				
COURTENAY TO				
Black Creek	23		23	0.33
Comox	6		6	0.17
Cumberland	11		11	0.25
Fanny Bay	27		27	0.50
Merville	12		12	0.25
Nanaimo	107		107	1.50
Storries Beach	31		31	0.50
Oyster River	29		29	0.50
Royston	5		5	0.17
Victoria	219		219	3.00
Vancouver	126		126	4.00
CAMPBELL RIVER TO				
Courtenay (via Highway 19A)	45		45	0.75
Courtenay (via Highway 19 and Piercy connector)	55		55	0.75
Courtenay	45		45	0.75
Nanaimo	152		152	2.25
Victoria	264		264	3.75
Vancouver	171		171	4.75
Storries Beach	15		15	0.33
Woss	129		129	2.50
Port McNeill	198		198	5.00
Willow Point	7		7	0.25
GOLD RIVER TO				
Campbell River	91		91	1.00
Courtenay	150		150	1.75
Nanaimo	243		243	3.25
Victoria	355		355	4.75
Vancouver	262		262	5.75
SAYWARD (Hwy Jnct) TO				
Campbell River	73		73	1.00
Courtenay	118		118	1.75
Nanaimo	225		225	3.25
Victoria	337		337	4.75
Vancouver	244		244	5.75
Sayward Village	8		8	0.25

**Schedule ‘B’ (continued)
Eligible mileage and travel time**

Distances	Paved (kms)	Gravel (kms)	Total (kms)	Travel Time (Hrs)
Reimbursement rates are as per the directors remuneration and expense bylaw				
(All distances and travel times are one way)				
TAHSIS TO				
Gold River	0	67	67	2.00
Campbell River	90	67	157	3.00
Courtenay	135	67	202	3.75
Nanaimo	242	67	309	5.25
Victoria	354	67	421	6.75
Vancouver	261	67	328	7.75
ZEBALLOS TO				
Campbell River	154	42	196	4.25
Courtenay	199	42	241	5.00
Nanaimo	306	42	348	6.50
Victoria	418	42	460	8.00
Vancouver	325	42	367	9.00
Gold River (via Woss Lake)	20	114	134	3.50
Fair Harbour		34	34	1.00
QUADRA ISLAND TO				
Campbell River	0		0	0.75
Courtenay	45		45	1.50
Nanaimo	152		152	3.00
Victoria	264		264	4.50
Vancouver	171		171	5.50
CORTES ISLAND TO				
Campbell River	8		8	2.00
Courtenay	53		53	2.75
Nanaimo	160		160	4.25
Victoria	272		272	5.75
Vancouver	179		179	6.75
DENMAN ISLAND TO				
Courtenay	24		24	1.25
Nanaimo	83		83	1.75
Victoria	195		195	3.25
Vancouver	102		102	4.25
HORNBY ISLAND TO				
Courtenay	35		35	1.75
Nanaimo	94		94	2.25
Victoria	206		206	3.75
Vancouver	113		113	4.75