



CANDIDATES INTRODUCTION TO THE THOMPSON-NICOLA REGIONAL DISTRICT

2022 Local Government Election



Table of Contents

LOCAL GOVERNMENT IN BRITISH COLUMBIA.....	3
Regional Districts.....	3
Thompson-Nicola Regional District (TNRD).....	3
The Thompson Regional Hospital District (TRHD).....	4
REGIONAL DISTRICT SERVICES.....	5
ROLES AND RESPONSIBILITIES OF BOARD MEMBERS.....	6
Term of Office.....	6
General – All Directors	6
Electoral Area Directors	6
Alternate Directors	6
REMUNERATION.....	7
TIME COMMITMENT	7
Meetings and Conventions	7
MEETINGS.....	7
Regular Board Meetings.....	7
Standing Committee Meetings.....	7
Committee of the Whole.....	8
Strategic Planning.....	8
Closed Meetings	8
Voting At Board Meetings	8
ETHICS AND CONFIDENTIALITY	9
Conflict Of Interest.....	9
Freedom of Information (FOI).....	9
IMPORTANT DATES – MARK YOUR CALENDARS	10
Nomination Period	10
Advance Voting.....	10
General Voting Day	10
Inaugural Board Meeting.....	10
Orientation Sessions	10
NOMINATION PROCESS	11
Qualifications for Office	11



Nominators	11
Nomination Documents	11
Delivery of Nomination Documents	11
Nomination Document Viewing	11
Candidate Contact Information and Biography	11
CAMPAIGN ADVERTISING	12
Election Day Advertising	12
Notices and Posters.....	12
CAMPAIGN FINANCING	12
ELECTOR ORGANIZATIONS.....	12
THIRD PARTY ADVERTISING SPONSORS	12
VOTING DAY REGULATIONS.....	13
Voting Stations	13
Candidate Presence at Voting Stations	13
Voter's List.....	13
Scrutineers	13
Counting the Ballots.....	13
FOR MORE INFORMATION	14
TNRD Contacts for the 2022 Election:.....	14
Elections BC Contact for the 2022 Election.....	14



LOCAL GOVERNMENT IN BRITISH COLUMBIA

The purpose of a local government is to provide services and regulations for community benefit, to provide stewardship of the public assets and to foster the economic, social and environmental wellbeing of its communities.

Regional Districts

Regional districts were established by legislation in 1965 to ensure that all residents in BC had access to an elected and representative form of local government. The formation of regional districts ensured that services were provided to areas outside of municipalities and enabled municipalities and the outside areas to provide services on a joint or cooperative basis.

Regional Districts:

- Provide regional governance and services
- Provide a political forum for representation of regional residents and communities
- Provide for stewardship of the public assets of its community
- Foster the current and future economic, social and environmental well-being of its community
- Advance the interests of the region as a whole

Every regional district is made up of municipalities referred to as member municipalities, and unincorporated areas, referred to as electoral areas, working together to enable the regional district to fulfill its purpose.

There are 27 regional districts in BC and like all other regional districts the TNRD derives its authority to govern primarily from the *Local Government Act* and the *Community Charter*.

Thompson-Nicola Regional District (TNRD)

The TNRD is made up of 10 electoral areas and 11 member municipalities. There are also 25 different First Nations located within the TNRD.

The TNRD Board consists of 26 members; one from each electoral area, one from each of the member municipalities with the exception of the City of Kamloops which has six representatives on the Board.



Demographics

Relative Size of Electoral Areas

Electoral Area	Population *includes First Nations	Approx. Size (sq. km)
"A" (Wells Gray Country)	1,573	7,324
"B" (Thompson Headwaters)	230	5,225
"E" (Bonaparte Plateau)	1,322	6,789
"I" (Blue Sky Country)	2,369	5,915
"J" (Copper Desert Country)	2,038	3,429
"L" (Grasslands)	3,626	1,978
"M" (Beautiful Nicola Valley – North)	2,506	4,104
"N" (Beautiful Nicola Valley – South)	1,330	2,378
"O" (Lower North Thompson)	1,719	5,506
"P" (Rivers and the Peaks)	8,386	1,777

Relative Size of Member Municipalities

Municipalities	Population	Approx. Size (sq. km)	Incorporation Date
Village of Ashcroft	1,670	54	June 27, 1952
District of Barriere	1,765	12.5	December 4, 2007
Village of Cache Creek	969	11	November 28, 1967
Village of Chase	2,399	4.6	April 21, 1969
District of Clearwater	2,388	57	December 3, 2007
Village of Clinton	568	8	July 16, 1963
City of Kamloops	97,902	311	July 1, 1893
District of Logan Lake	2,255	323	November 10, 1970
Village of Lytton	210	7	May 3, 1945
City of Merritt	7,051	24	April 1, 1911
Resort Municipality of Sun Peaks	1,404	41	June 28, 2010

The Thompson Regional Hospital District (TRHD)

The TRHD Board consists of 30 members from the following:

- 26 TNRD Board Members
- 2 Squamish-Lillooet Regional District
- 1 Columbia Shuswap Regional District
- 1 District of Lillooet

The purpose of regional hospital districts is to provide the region's share of capital funds for hospital buildings and equipment.



REGIONAL DISTRICT SERVICES

In British Columbia's system of local government, regional districts serve three important purposes:

- They are the local governments for their electoral areas, responsible for providing basic local government services
- They provide the framework necessary for combinations of member jurisdictions to collaborate in the provision of sub-regional services
- They are regional service bodies responsible for providing important regional services to their entire regions

In a municipality, services are provided to and paid for by all taxpayers within the municipal boundary. By contrast, regional districts are set up to provide a mechanism to deliver different services in different areas, based on the needs and desires of residents and property owners within each area. There are specific services that every Regional District is required to deliver, including General Government Administration, Electoral Area Planning, and Solid Waste Management. Many other services exist, as noted below, and may be delivered locally to individual jurisdictions, while others are provided to and on behalf of groups of municipalities and electoral areas which jointly choose to receive the service. Still others are provided regionally, to all municipalities and electoral areas within the Regional District.

The TNRD delivers over 125 services. Some services are delivered to a local area only (fire protection and community drinking water), others to sub-regional areas (mosquito control) where more than one area receives the service, while other services are delivered regionally (library, 9-1-1).

The following is a list of some of the services provided by the TNRD

Administration	Hospital capital financing
Building inspection	Invasive weed control
Bylaw enforcement	Land use planning & zoning
Cemeteries	Library
Community halls	Mosquito control
Dangerous dog control	Noise control
E9-1-1	Parks and trails
Elections and public assent	Recreation
GIS/mapping	Recycling
Emergency management	Refuse disposal
Film promotion	Sewer systems
Finance	Solid waste management planning
Fire protection	Transit
House numbering	Water systems (community drinking)



ROLES AND RESPONSIBILITIES OF BOARD MEMBERS

Term of Office

The term of office for elected officials is four (4) years and will begin on November 10, 2022 (Inaugural Board Meeting).

General – All Directors

The most important roles that the Board play are the consideration and passage of bylaws, financial planning, budget approval, appointment of TNRD officers, and determination of the services provided to the many communities within the Regional District by representing all residents and property owners.

Board members represent the interests of their particular areas, but must also view matters from a broader, regional perspective.

Electoral Area Directors

Represent the welfare and interests of electoral area residents by:

- attending community meetings of importance to area residents
- responding to requests submitted by area organizations and individuals
- promoting the needs of electoral area residents

Alternate Directors

The regional district system requires that an alternate be appointed for each electoral area director (required) and each municipal director (optional) to stand in for them at regular meetings when the elected director is unable to attend.

Each electoral area director is required to appoint their own alternate to stand in for them. The alternate must meet the requirements for being nominated as a director in an election and must be appointed within 60 days of an electoral area director being elected or the office of the alternate becoming vacant (resignation, disqualification or death).



REMUNERATION

All Regional District directors receive remuneration for carrying out their general duties as well as an allowance for attending meetings and conferences. Where applicable, directors are also compensated for related expenses (for example meals, etc.). The remuneration and expenses for elected officials is set out in the Board of Directors Remuneration Bylaw and Board Meal and Travel Expense Policy (see Appendix 1).

TIME COMMITMENT

The following is a general guide to time commitments for Board and committee meetings as well as conferences. This guide does NOT include public information meetings and other meetings that are scheduled on an as-needed basis.

Meetings and Conventions

Regular Board Meetings	16 per year	½ day
Out of Town Board Meetings	1 per year	2 days
Committee of the Whole	6 per year	½ day
Standing Committee Meetings ¹	16 per year	½ day
Hospital District Meetings	3 per year	½ day
Strategic Planning Session	Every other year	2 days
Local Government Leadership Academy Forum	1 per year	3 days
SILGA Convention	1 per year	4 days
UBCM Convention	1 per year	5 days
FCM Convention ²	1 per year	4 days

There are other associations, advisory committees and external committees that Directors may be appointed to that will require meeting attendance and travel.

MEETINGS

Regular Board Meetings

Regular Board meetings are usually held at 1:30 PM on Thursdays. At least one Board meeting per year is held in a location other than the TNRD Board room in Kamloops.

Standing Committee Meetings

Standing committee meetings are held approximately twice each year on the Wednesday and/or Thursday morning preceding a regular Board meeting.

¹ There are currently five (5) standing committees and each meets twice per year. The number of committee meetings each director attends is dependent on the number of committees he/she is appointed to.

² Each director (except the Chair) attends only once per 4 –year term.



Committee of the Whole

The Board meets as a **Committee of the Whole** approximately six (6) times per year. These meetings are held on a Friday following a regular Board meeting.

Strategic Planning

A two-day **strategic planning** session is held every other year.

Closed Meetings

Closed meetings are held for the purpose of discussing confidential information. All closed discussions and information must be kept confidential by all those present. Closed resolutions or information may be released to the public by Board resolution.

Voting At Board Meetings

The general rule for voting on resolutions is that each director has one vote.

There are situations where some directors will vote and others do not. This could happen when only a few areas participate in the service that is the subject of the vote.

There are also situations where certain Board directors have more than one vote (the term used is "weighted vote"). These decisions are typically financial in nature. The number of weighted votes are assigned to each director based on the population of the area represented.



ETHICS AND CONFIDENTIALITY

Elected officials are expected to act in a fair, transparent and accountable manner with the Regional District's best interests in mind at all times.

Conflict Of Interest

A Board member must declare a conflict of interest AND NOT PARTICIPATE IN DISCUSSION OR VOTING if they:

- Have a direct or indirect financial interest in a matter under consideration
- Have some other, non-financial interest that places the person in a conflict position (e.g., bias).

Examples of conflict of interest could include:

- Topic would affect (positively or negatively) their employment at another organization
- Rezoning application by a relative or close personal friend
- Awarding a contract to themselves, a family member or close friend

Freedom of Information (FOI)

The *Freedom of Information and Protection of Privacy Act* (FOIPPA) applies to all local governments in BC including elected officials. If specific records of individual Board members are requested, staff will work with Board members to obtain copies in order to respond to the FOI request.



IMPORTANT DATES – MARK YOUR CALENDARS

Nomination Period



The nomination period begins at 9 AM on **Tuesday, August 30th** and ends at 4 PM on **Friday, September 9th**.

Advance Voting



Required advance voting will take place from 8 AM to 8 PM on **Wednesday October 5th**. Additional advance voting will be scheduled once candidates are declared and it has been determined in which electoral areas elections will occur.

General Voting Day



Voting will take place from 8 AM to 8 PM on **Saturday October 15th**. Locations will be advertised once candidates are declared and it has been determined in which electoral areas elections will occur.

Inaugural Board Meeting



The Inaugural meeting will be held on **Thursday November 10th** in Kamloops. There will be no business on the agenda but it will include the ceremony where the Oath of Office is administered and the Chair and Vice-Chair are elected.

Orientation Sessions

Two orientation sessions will be provided by the TNRD for elected officials.



The first will take place on **Friday November 4th** and will be a regional joint session with all 11 member municipalities. It will include all newly elected directors and council members as well as senior staff. This first orientation session will take place before the inaugural meeting. While members will not have yet taken their oath office, they are still required to attend the session.



The second orientation session will take place on **Wednesday November 16th**. At that session, TNRD staff will provide an overview of the services and programs delivered by the TNRD to all TNRD Board members.



NOMINATION PROCESS

Qualifications for Office

To be qualified to be nominated, elected, and hold office, a person must meet the following criteria:

- Canadian citizen;
- 18 years of age or older;
- Resident of British Columbia for at least 6 months immediately before the day nomination papers are filed;
- Not be an employee of the TNRD or a member municipality, and
- Not disqualified by the Local Government Act or any other enactment from voting in an election in British Columbia or from holding office.

You do not have to live or own property in the jurisdiction where you are seeking election.

Nominators

Candidates must be nominated in writing, by two individuals who are eligible to vote in the electoral area for which the candidate is seeking office.

Nomination Documents

The nomination papers will be available for download from the TNRD website effective August 2nd or can be picked up at the TNRD office.

If you are being endorsed by an Elector Organization, the Elector Organization Endorsement Package must also be completed and submitted during the nomination period.

Delivery of Nomination Documents

The Chief Election Officer will receive nomination documents during the period of **9:00 am on Tuesday August 30th until 4:00 pm on Friday September 9th only**. Absolutely no nomination documents will be received after this time.

Nomination Document Viewing

Nomination documents will be available for viewing once they are filed at the Regional District office. Nomination documents will also be available on our website.

Candidate Contact Information and Biography

Included in the nomination package is a form authorizing the release of candidate's information on the TNRD election website and on the CivicInfo and Elections BC websites. The release is voluntary.

Candidates will also have the opportunity, if they choose, to submit a short biography that will be included on the TNRD election website. This too is voluntary.



CAMPAIGN ADVERTISING

Election Day Advertising

Election advertising through newspapers, magazines, radio or TV is **NOT permitted** on general voting day.

Notices and Posters

Campaign signs, posters etc. are **NOT permitted** within 100 metres of the polling station on voting day.

CAMPAIGN FINANCING

Elections BC administers campaign financing and advertising rules for local elections in B.C. under the *Local Elections Campaign Financing Act*.

Candidates are responsible for ensuring that the campaign financing rules are strictly followed.

Election BC's [Guide to Local Elections Campaign Financing in BC for Candidates and their Financial Agents](#) will provide detailed information on this subject. If you have any questions regarding campaign financing, please contact [Elections BC](#). (Contact info available on the final page of this document)

ELECTOR ORGANIZATIONS

Elector Organizations must register with Elections BC.

Visit the Elections BC website for bulletins, FAQs, newsletters and forms about [Elector Organizations](#)

THIRD PARTY ADVERTISING SPONSORS

Third Party Advertising Sponsors must register with Elections BC.

Visit the Elections BC website for bulletins, FAQs, newsletters and forms about [Third Party Advertising Sponsors](#).



VOTING DAY REGULATIONS

Voting Stations

On a voting day (this includes Advance Voting), the following are not permitted within 100 metres of a polling station:

- canvassing or soliciting votes;
- carrying, wearing or supplying badges, buttons or flags;
- displaying or distributing signs or leaflets;
- displaying a representation of a ballot marked for a particular candidate;
- intimidating or making voters uncomfortable.

Candidate Presence at Voting Stations

Candidates are not permitted to be at the polling station other than for the purposes of voting. No campaign advertising is permitted in the polling station (no buttons, pamphlets, etc).

Voter's List

There is no voters list. The TNRD registers voters at the polling stations on voting day.

Scrutineers

Each candidate may appoint one scrutineer for each polling station. The role of the scrutineer is to observe the voting procedures and scrutinize (watch) the ballot counting process. Appointments must be made in writing to the Chief Election Officer and must include the full name and address of the scrutineer before general voting day.

The TNRD will provide instructions for Scrutineers (what they can and cannot do).

Counting the Ballots

Ballots are counted after voting places close at 8 PM.

Candidates may be present for the count and may also appoint one representative to attend each location where counting is taking place.



FOR MORE INFORMATION

Contact the Chief Election Officer or the Deputy Chief Election Officer.

TNRD Contacts for the 2022 Election:

Deanna Campbell
Chief Election Officer
Phone 250-377-7051
Toll-free 1-877-377-8673
Email elections@tnrd.ca
Website: www.tnrd.ca

Agnese Saat
Deputy Chief Election Officer
Phone 250-377-7065
Toll-free 1-877-377-8673
Email elections@tnrd.ca
Website: www.tnrd.ca

Elections BC Contact for the 2022 Election

Toll-free 1-800-661-8683
Email electionsbc@elections.bc.ca
Website www.elections.bc.ca

THOMPSON-NICOLA REGIONAL DISTRICT**BYLAW NO. 2771**

A bylaw to provide for payment of remuneration to Directors, Alternate Directors, Chair and Vice-Chair of the Board

WHEREAS it is desirable and prudent to provide for payment of remuneration and expenses of Directors, including Alternate Directors, the Chair and the Vice-Chair;

NOW THEREFORE the Board of Directors of the Thompson-Nicola Regional District, in open meeting assembled, enacts as follows:

CITATION

1. This bylaw may be cited as the "Board of Directors Remuneration Bylaw No. 2771, 2022".

GUIDING PRINCIPLES

2. Directors remuneration is guided by the following principle:

It is important for local governments to ensure their elected official positions are compensated fairly and equitably to attract and encourage a variety of citizens from different economic and demographic backgrounds to run for office and represent their communities. Inadequate compensation for the significant time commitment involved is a potential barrier to participation for individuals who lack other sources of income and/or benefits, limiting their diversity and ability to reflect the communities that they serve.

ANNUAL REMUNERATION

3. **CHAIR:**

- (a) The Chair shall be paid an annual indemnity of \$23,766 in addition to the annual indemnity earned as a Director.
- (b) The Chair is not entitled to receive \$170 per meeting remuneration under the provisions of Sections 6(a), 6(c), or 6(f) of this bylaw.
- (c) The Chair is entitled to payment of travel time for the listed meetings as outlined in Section 6(b) of this bylaw, as well as under Section 12 for attendance at:
 - i. Federation of Canadian Municipalities (FCM) conventions
 - ii. Union of British Columbia Municipalities (UBCM) conventions
 - iii. Southern Interior Local Government Association (SILGA) conventions
 - iv. Local Government Leadership Academy (LGLA) conventions
 - v. Electoral Area Seminars held in conjunction with any of the above

4. VICE-CHAIR:

- (a) The Vice-Chair shall be paid an additional annual indemnity of \$4,731.
- (b) In addition to other remuneration received, the Vice-Chair is entitled to receive the sum of \$170 per day when Chairing the following meetings:
 - i. Board of Directors meeting
 - ii. Committee of the Whole meeting
 - iii. Board of Directors Orientation
 - iv. Strategic Planning session of the Board
- (c) Should both Chair and Vice-Chair be absent from the meetings listed in Section 4(b), then the Director who chairs the meeting will receive the additional sum of \$170.
- (d) In the event that the Chair becomes incapacitated, the Vice-Chair shall automatically assume the position of Chair after 30 days and shall be entitled to the remuneration outlined in Section 3(a) until the Chair resumes the responsibilities of Chair or a new Chair is elected. In the event of the resignation or death of the Chair, the 30-day waiting period will be waived.

5. DIRECTORS:

- (a) Each Director shall receive an annual indemnity for the discharge of the duties of office as follows:
 - All Electoral Area Directors \$ 25,256
 - All Municipal Directors \$ 15,135
- (b) \$9,781 of the annual indemnity paid to each Electoral Area Director pursuant to Section 5(a) above shall be allocated to the Executive, Legislative & Administration - Electoral Areas only budget.
- (c) If a Director does not attend a regular Board of Directors meeting (includes out of town meetings), Committee of the Whole meeting, or in the case of an Electoral Area Director, an Electoral Area Director Committee meeting, they are not entitled to receive remuneration for that meeting and an amount equivalent to that which is to be paid to the Alternate Director in accordance with Clause 7(a) shall be deducted from the annual remuneration paid to that Director.

6. ADDITIONAL REMUNERATION:

- (a) Other than the Chair, Directors are entitled to receive \$170 per meeting for attending the meetings as indicated in Schedule 'A', attached. This remuneration is in addition to the annual remuneration authorized for each Director in Section 5(a).

- (b) All Directors are entitled to remuneration for time spent in transit when attending regular meetings of the Board of Directors, Committee of the Whole meetings, Board inaugural meetings, Out of Town Board Meetings and related educational day and Electoral Area Directors Committee meetings, but only when those meetings are attended in person and the related travel time incurred.
- (c) In addition to the above, Directors other than the Chair are entitled to remuneration for time spent in transit when attending the additional meetings, as indicated in the attached Schedule 'A' unless listed as "N/A", but only when the meeting is attended in person and the travel time incurred.
- (d) When applicable, remuneration for time spent in transit shall be paid in accordance with the following rates based on kilometres travelled:

Distance Traveled	Amount
0 - 29 kilometres	\$ 0.00
30 - 59 kilometres	10.00
60 - 89 kilometres	20.00
90 -119 kilometres	30.00
120 -149 kilometres	40.00
150 -179 kilometres	50.00
180 -209 kilometres	60.00
210 -239 kilometres	70.00
240 -269 kilometres	80.00
270 -299 kilometres	90.00
300 -329 kilometres	100.00
330 -359 kilometres	110.00
360 -389 kilometres	120.00
390 -419 kilometres	130.00
420 -449 kilometres	140.00
450 -479 kilometres	150.00
480 -509 kilometres	160.00
510 -539 kilometres	170.00
540 -569 kilometres	180.00
570 plus kilometres	190.00

- (e) Notwithstanding any clause in this bylaw, In all cases remuneration for travel time will be paid only once per trip and not on a per meeting basis, as multiple meetings may be combined in a single trip.
- (f) Other than the Chair, Electoral Area Directors are entitled to receive \$170 per day remuneration for attendance at Conventions, Seminars or Workshops approved by the Board including Federation of Canadian Municipalities (FCM), Union of British Columbia Municipalities (UBCM), Local Government Leadership Academy (LGLA) and Southern Interior Local Government Association (SILGA) seminars or conventions.
- (g) The Chair and Electoral Area Directors are both entitled to travel time remuneration as per Section 12 when attending those Conventions, Seminars or Workshops approved by the Board and listed above in section 6(f).

7. ALTERNATE DIRECTORS:

- (a) Alternate Directors are entitled to receive \$170 remuneration per meeting, to a maximum of two meetings per day, in the following circumstances:
 - i. When attending a regular Board of Directors meeting, Committee of the Whole meeting, Board Strategic Planning meeting or Electoral Area Committee meeting (if applicable) in the absence of the regular Director they are appointed for; and
 - ii. When attending a Board of Directors Orientation Seminar.
- (b) In addition, Alternate Directors are entitled to receive additional remuneration for time spent in transit under Clauses 6(b)&(c) only when attending the above meetings or Board Inaugural meetings in person and incurring the related travel time.

8. EMERGENCY RESPONSE PAY:

Where the Province or Regional District has declared a State Of Local Emergency, and where there is an active Regional District response to the emergency, the Chair (or the Vice-Chair in the Chair's absence) and any Director whose Electoral Area is directly impacted by the Emergency and the Regional District response action is eligible to claim remuneration in the amount of \$170 per meeting for participating as part of the panel at sanctioned public meetings during the declaration period.

MISCELLANEOUS

- 9. By specific resolution, the Board of Directors may authorize payment of remuneration of \$170 per meeting to the Chair, Vice-Chair or Directors for attendance at meetings or functions not cited within this bylaw.
- 10. Notwithstanding any clause in this bylaw, Directors shall only be entitled to receive remuneration for attendance at meetings they have been elected to, appointed to by the Board of Directors or has otherwise been approved by specific resolution.
- 11. Notwithstanding any other clause in this bylaw, where more than one formally scheduled meeting is held on the same day at the same location, Directors will be entitled to be remunerated for a maximum of two meetings per day. For clarity, formally scheduled meetings are defined as those that are pre-scheduled and include a formal agenda and minutes taken at a minimum.
- 12. Any provision in this bylaw that authorizes payment for remuneration to a Director for attendance at Conventions/Workshops shall be inclusive of travel time for the Director to attend the said event based on the following parameters:

Air Travel:

- (a) Travel time of 5 hours or more from their primary place of residence to the Convention/Workshop each way \$150 or

- (b) Travel time less than 5 hours from their primary place of residence to the Convention/Workshop each way \$75

Vehicle Travel:

An amount based on kilometers traveled to and from the Convention/Workshop as per clause 6(c) of this bylaw, to a maximum of \$150 each way.

13. Where a special meeting is called to deal with an urgent issue pursuant to the Special Voting Procedure outlined in the current Procedure Bylaw, and that meeting's length is one hour or less, then Directors who attend in person, by telephone or other electronic means will receive one half (1/2) of the normal meeting indemnity, i.e. \$85.
14. Where a regular, formally scheduled meeting of the Board or a Committee is pre-determined to have Directors attend virtually through electronic means, or where one or more individual Directors obtain authorization from the Chair to attend virtually, then those Directors will be entitled to remuneration for time at the meeting as usual, but not for travel time not incurred.

INDEXING

15. The annual indemnities paid to the Chair pursuant to Section 3(a), Vice-Chair pursuant to Section 4(a), and Directors pursuant to Section 5(a) shall be increased annually based on the Consumer Price Index, published by BC Stats for the Province of British Columbia, for the previous calendar year. In the event that there is no increase or a decline in the Consumer Price Index, then the remuneration would remain the same as in the previous year unless otherwise determined.

REPEAL

16. Board of Directors Remuneration Bylaw 2702, 2020 is hereby repealed in its entirety.

READ A FIRST TIME this 16th day of June, 2022.

READ A SECOND TIME this 16th day of June, 2022.

READ A THIRD TIME this 16th day of June, 2022.

ADOPTED this 16th day of June, 2022.



Acting Corporate Officer



Chair

Schedule A – Application of Indemnities by Meeting

Meeting	Per-Meeting Rate Applies (Except Chair) ⁽¹⁾	Travel Time Indemnity Applies ⁽²⁾
1. Meeting indemnity included in annual indemnities		
• Regular meeting of the Board of Directors or Committee of the Whole (open or closed)	N/A	√
• Board of Directors inaugural meeting	N/A	√
• Out of Town Board Meeting & related educational day	N/A	√
• Electoral Area Directors Committee meetings	N/A	√
2. Remuneration claimed and paid specifically for each meeting		
• Special meetings of the Board or Committee of the Whole	√	√ *
• Public Hearing (not held in conjunction with a regular Board of Directors meeting)	√	√ *
• Board orientation seminar	√	√ *
• Board strategic planning session	√	√ *
• Parcel tax roll review panel	√	√ *
• All Statutory TNRD Committees (select and standing committees)	√	√ *
• Fraser Basin Council	√	N/A
• Kamloops Airport Authority	√	N/A
• Municipal Finance Authority	√	N/A
• Municipal Insurance Association of BC	√	N/A
• Shuswap Watershed Council	√	N/A
• Budget Meetings (held in the region)	√	N/A
3. Conferences		
• Federation of Canadian Municipalities (“FCM”) Annual Conference	√	√
• Union of BC Municipalities (“UBCM”) conventions	EA Dir. only	Chair & EA Dir. Only
• Local Government Leadership Academy (“LGLA”) conventions		
• Southern Interior Local Government Association (“SILGA”) conventions		

(1) The Chair does not receive the per-meeting indemnities listed above, as per section 3(b) of this Bylaw, but is eligible to receive the travel time indemnity for meetings listed, including FCM, UBCM, LGLA and SILGA conventions, but excluding any with a * indicated or “N/A”.

(2) Where the travel time indemnity is applicable, it is paid only once where several meetings combine in a single trip and where one of the meetings was attended in person and travel time incurred.



The Region of BC's Best

THOMPSON-NICOLA REGIONAL DISTRICT Board Policy Manual

Adopted by Board of Directors Effective Date June 16, 2022 Amended by Amendment Date(s):	POLICY NO. POLICY NO. 1.1.16 File No: Click here to enter text.
SUBJECT: Board Expense Policy	
Category: Administration - Board	

PURPOSE: To clarify how reimbursement of travel, meals and other expenses to Board Directors and Alternate Directors will be administered by the Regional District.

APPLICATION: This policy applies to all Board Directors and Alternate Directors of the TNRD and the TRHD who incur expenses while engaged in Regional District business.

POLICY

1. Guiding Principles

- 1.1. Local elected officials should not themselves be expected to pay expenses that are incurred in order to perform their duties. However, reimbursements for expenses incurred fulfilling those duties are not to be considered as an additional source of remuneration.¹
- 1.2. This policy was designed in such a way as to optimize the value to the taxpayer and follow best practices, while also taking into consideration the fair and reasonable cost of necessary expenses incurred in the performance of said duties.

2. General Expenses

- 2.1. The TNRD will reimburse Board Directors of the Regional District for reasonable food, accommodation and travel expenses in accordance with the attached Schedule of Allowable Expenses (also see Section 6 of this policy for applicability to Alternate Directors).

¹ UBCM Council & Board Remuneration Guide – Guiding Principles on Expenses

-
- 2.2. Where this policy provides for reimbursement of expenses, such reimbursement shall be at the level outlined in the Schedule of Allowable Expenses.
 - 2.3. The most economical mode of transportation is to be used, unless there is a specific practical reason to choose otherwise. For example, flying may be preferable to driving more than 3 hours one way. If Directors choose to travel otherwise, the TNRD will only pay the lesser cost.
 - 2.4. Travel accommodation will be based on a standard room and be booked at the lowest rate (for example government or conference rate) available. Upgrades may not be expensed.
 - 2.5. The “per diem” rates will be considered the maximum that may be expensed per person (gratuity and taxes included) with the exception of meals that are provided as part of a function (such as a dinner banquet at a conference) and paid for as part of a registration for that function. In this instance, the TNRD will expense the actual cost charged, as supported with receipts and other relevant supporting documentation.
 - 2.6. The “per diem” rate may not be claimed for any meals that are included as part of an itinerary of a meeting, seminar, conference or convention that the Director participated in or that was otherwise provided to them, unless there are dietary or health reasons.
 - 2.7. Where Directors are required to travel away from their home community in order to attend a formal meeting, workshop, convention, seminar or other scheduled function and where such travel requires an overnight stay away from home, Directors may claim the meal “per diem” rate for applicable breakfast, lunch, and/or dinner expenses for those meals they are required to pay for during the length of the travel until such time as they return home.
 - 2.8. Where Directors are required to travel away from their home community to attend functions as stated above without an overnight stay being required, Directors may claim the meal “per diem” rate for a meal that falls immediately before or after the meeting itself.
 - 2.9. In both cases, each Director will pay for their own travel meal expenses and then claim a “per diem” as reimbursement. However, meals or nourishment may be provided to

Directors by the TNRD when dictated by meetings and therefore arranged by TNRD staff.

- 2.10. All expenses claimed, other than those for which a “per diem” claim is applicable, must be supported with detailed receipts or invoices and other relevant supporting documents as necessary.
- 2.11. The Chair, Vice-Chair and Directors are entitled to reimbursement of expenses in relation to attendance at those meetings indicated in Schedule B of this policy.

3. Discretionary Travel Allowance

- 3.1. In addition to travel expenses related to attendance at meetings outlined in Schedule B of this policy and above, Electoral Area Directors are entitled to submit per-kilometer expense claims for travel to and from meetings within their respective Electoral Area or meetings directly related to the business of the Electoral Area.
- 3.2. Municipal Directors are also entitled to submit per-kilometer claims for travel to and from meetings directly related to the business of both their respective Municipality and the TNRD.
- 3.3. For travel expenses the following restrictions apply:
 - (a) Claims are to be supported by a logbook of meetings/travel distances with details as to place, date and purpose for each trip. This requirement may be met with details of each separate trip provided on a monthly Expense Claim Form if sufficient detail as to location, date and purpose are included.
 - (b) The maximum annual claim per Electoral Area Director for travel expenses is \$2,000
 - (c) The maximum annual claim per Municipal Director is \$500.

4. Communication Expenses

- 4.1. Directors are entitled to reimbursement for expenses for communication purposes on the following basis:
 - (a) Claims must be submitted on a monthly basis

- (b) Claims must be fully supported with valid receipts or invoices for each month claimed which include the details of GST or other taxes included in the expense
- (c) The maximum annual claim for an Electoral Area Director is \$1,500 and the maximum annual claim for a Municipal Director is \$750.
- (d) Examples of applicable communication expenses may include mobile cellular phone service charges, landline telephone or internet service charges, business card type advertisements in newspapers or fliers, or hardware used for communication purposes such as a cellphone.

5. General

- 5.1. Directors shall only be entitled to receive reimbursement of expenses for attendance at meetings they have been elected to, appointed to by the Board of Directors or have otherwise been approved by specific resolution.

6. Alternate Directors

- 6.1. Alternate Directors may claim expenses for attendance at a regular Board of Directors or Committee of the Whole meeting only in the absence of the regular Director, but may claim expenses for up to 3 meetings per year with the regular Director present.
- 6.2. Alternate Directors may claim expenses when attending Board inaugural meetings or orientation sessions with the regular Director also in attendance.
- 6.3. Alternate Directors may claim expenses for attendance at Board strategic planning sessions and Electoral Area Director committee meetings only in the absence of the regular Director.

Schedule A – Allowable Expenses

1. Meal per diems (no receipts required)
 - (a) Breakfast \$ 25.00
 - (b) Lunch \$ 30.00
 - (c) Supper \$ 45.00

2. Travel The lesser of the per-kilometer rate published by Canada Revenue Agency (currently \$0.61) or airfare.
Actual costs for taxi, public transit and tolls (Ferry and/or Hwy) with receipts required

3. Accommodation
 - (a) Hotel Room Actual cost at government rate (receipt required)
 - (b) Hotel Parking Actual cost (receipt required)
 - (c) Private Accommodation \$50.00 per night (no receipt required)

4. Airport Transfers Actual cost (receipt required)

6. Communications Max annual claim of:
 - \$1500 for EA Directors
 - \$750 for Municipal Directors

Schedule B – Meetings where Expenses apply

Meeting	Notes
Regular meeting of the Board of Directors or Committee of the Whole	
Closed meetings of the Board	
Special Closed meetings of the Board	
Out of town Board meeting	
Public Hearing (not held in conjunction with a regular Board of Directors meeting)	
Board inaugural meeting	
Board orientation seminar	
Board strategic planning session	
Parcel tax roll review panel	
Budget Meetings (held in the region)	
Electoral Area Directors Committee meeting	
All statutory TNRD Committees (select and standing committees)	
Fraser Basin Council	
Kamloops Airport Authority	
Municipal Finance Authority	
Municipal Insurance Association of BC	
Shuswap Watershed Council	
Grand openings for TNRD funded facilities and official/grand openings at Hospital District facilities and announcements for Hospital District grant funding (max 3 /yr)	
Approved Community to Community meetings	
Federation of Canadian Municipalities (“FCM”) Annual Conference	
Union of BC Municipalities (“UBCM”) conventions	EA Dir. only
Local Government Leadership Academy (“LGLA”) conventions	EA Dir. only
Southern Interior Local Government Association (“SILGA”) conventions	EA Dir. only

By specific resolution, the Board of Directors may authorize reimbursement of expenses to the Chair, Vice-Chair or Directors for attendance at meetings or functions not listed in above.