



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	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	To update remuneration and expenses regulations
292	Comox-Strathcona Regional Hospital District Board Remuneration Bylaw No.244, 2008, Amendment No. 2	November 7, 2019	To amend the director remuneration for meeting attendance
307	Comox-Strathcona Regional Hospital District Board Remuneration Bylaw No.244, 2008, Amendment No. 3	March 20, 2025	To amend the allowance and expense reimbursement schedule and the eligible kilometrage and travel time schedules.

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 \$160.00 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 \$160.00 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."

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

1.	Commercial accommodation (single occupancy) plus gratuities	Actual cost at provincial government accommodation rates.
2.	Private non-commercial accommodation	Reimbursed at the Government of Canada private non-commercial accommodation rate. No receipt is required.
3.	Course or conference registration fees and related course material	Actual cost
4.	Private motor vehicle use	<p>(a) Travel on paved road surfaces will be reimbursed at the kilometer 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 for the period plus 20% per kilometer.</p> <p>Kilometrage will be reimbursed to the maximum distances listed in Schedule B or as determined by the finance department based on an online mapping tool</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. Kilometer 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. <p>In consideration of the kilometrage rate, directors are required to insure their private vehicle for business use and provide evidence of appropriate coverage</p>

		to the CVRD annually.
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 distribution of information circulars	Actual cost
10.	Meal allowance (There will be no reimbursement for alcoholic beverages.)	<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> <p>Breakfast 6:00am - 9:00am Lunch 11:00 am - 2:00 pm Dinner 4:30pm - 7:30pm</p> <p>Breakfast and lunch shall be reimbursed at the Government of Canada meal allowance rate. Dinner shall be reimbursed at 75% of the Government of Canada meal allowance rate.</p> <p>When meals are provided at conferences or meetings, no meal allowance is to be claimed for those meals which were consumed. The reimbursement may be made if a meal was purchased and supporting receipts are provided. The reimbursement rate shall not exceed the meal allowance rate.</p>
11.	Incidental expense allowance:	For travel over a 24-hour period, an incidental expense allowance equal to the Government of Canada rate may be claimed. Time away from home is to be noted on the expense claim form.

		Reimbursement may be made if incidental costs were incurred and supporting receipts are provided. The reimbursement amount shall not exceed the incidental allowance rate.
12	Provincial and federal taxes applicable to allowable expenses	Actual cost

Schedule B

Eligible kilometrage and travel time

(If location is not listed, the CVRD finance department will determine kilometers to be paid using an online mapping tool)

Distances	Paved (kms)	Gravel (kms)	Total (kms)	Travel Time Numerical value 1.00 = 1 hour
Reimbursement rates are as per the CSRHD remuneration and expense bylaw				
(All distances and travel times are one way)				
COURTENAY				
Black Creek	21		21	0.33
Campbell River	55		55	0.75
Comox	6		6	0.17
Cortes Island	74		74	2.50
Cumberland	11		11	0.20
Denman Island	24		24	1.00
Fanny Bay	27		27	0.50
Gold River	140		140	2.00
Hornby Island	35		35	1.50
Kyoquot	206	74	280	4.50
Merville	12		12	0.25
Nanaimo	107		107	1.50
Oyster River	29		29	0.50
Quadra Island	63		63	1.75
Royston	6		6	0.17
Sayward	130		130	1.50
Tahsis	138	67	205	3.25
Union Bay	14		14	0.25
Victoria	220		220	3.00
Vancouver	126		126	4.00
Zeballos	199	42	241	3.50

Distances	Paved (kms)	Gravel (kms)	Total (kms)	Travel Time Numerical value 1.00 = 1 hour
CAMPBELL RIVER				
Black Creek	34		34	0.42
Comox	57		57	0.83
Cortes Island	19		19	1.75
Cumberland	55		55	0.75
Denman Island	80		80	1.25
Fanny Bay	74		74	.75
Gold River	88		88	1.25
Hornby Island	90		90	2.25
Kyoquot	151	74	225	3.75
Merville	42		42	0.50
Nanaimo	155		155	2.00
Oyster River	25		25	0.33
Quadra Island	8		8	1.00
Royston	60		60	0.75
Sayward	75		75	1.00
Tahsis	86	67	153	2.50
Victoria	265		265	3.50
Vancouver	170		170	4.50
Zeballos	154	42	196	2.50