

Notice of Meeting and Meeting Agenda First Nations Relations Committee

Wednesday, November 25, 2020

1:30 PM

6th Floor Boardroom
625 Fisgard St.
Victoria, BC V8W 1R7

M. Tait (Chair), G. Orr (Vice Chair), B. Desjardins, D. Howe, B. Isitt, J. Loveday, R. Martin, N. Taylor, R. Windsor, C. Plant (Board Chair, ex-officio)

The Capital Regional District strives to be a place where inclusion is paramount and all people are treated with dignity. We pledge to make our meetings a place where all feel welcome and respected.

1. Territorial Acknowledgement

2. Approval of Agenda

3. Adoption of Minutes

3.1. [20-757](#) Minutes of the February 26, 2020 and September 30, 2020 First Nations Relations Committee Meetings

Recommendation: That the minutes of the First Nations Relations Committee meetings of February 26, 2020 and September 30, 2020 be adopted as circulated.

Attachments: [Minutes - February 26, 2020](#)
[Minutes - September 30, 2020](#)

4. Chair's Remarks

5. Presentations/Delegations

5.1. [20-762](#) Shar Wilson - Coast Salish People of Galiano Island Society: Re: First Nations Families

6. Committee Business

6.1. [20-755](#) Amendment to CRD Board Remuneration and Travel Expense Reimbursement Policy to Include First Nation Members

Recommendation: That the First Nations Relations Committee and the Governance and Finance Committee recommends to the Capital Regional District Board:

- a. That the proposed amendments to the Board Remuneration and Travel Expense Reimbursement Policy are approved pending the adoption of Bylaw No. 4368, Capital Regional District Procedures Bylaw, 2012, Amendment Bylaw No. 11.
- b. That the amended Schedule 1 of the Board Remuneration and Travel Reimbursement Policy is approved pending the adoption of Bylaw No. 4368, Capital Regional District Procedures Bylaw, 2012, Amendment Bylaw No. 11, thereby setting the remuneration rates for First Nation Members at \$110 per committee/commission meeting for only those identified in the policy including expenses.

Attachments: [Staff Report: Amend CRD Board Remuneration/Travel Exp Reimbursement](#)
[Appendix A: Board Remuneration and Travel Expense Policy](#)
[Appendix B: Schedule 1 – CRD Board Remuneration/Travel Expense Policy](#)

7. Notice(s) of Motion

8. New Business

9. Motion to Close the Meeting

9.1. [20-763](#) Motion to Close the Meeting

Recommendation: That the meeting be closed for Intergovernmental Negotiations in accordance with Section 90(2)(b) of the Community Charter. [1 item]

10. Adjournment

The next meeting is TBD.

To ensure quorum, please advise Sherri Closson (sclosson@crd.bc.ca) if you or your alternate cannot attend.

Meeting Minutes

First Nations Relations Committee

Wednesday, February 26, 2020

1:30 PM

6th Floor Boardroom
625 Fisgard St.
Victoria, BC V8W 1R7

PRESENT:

Directors: M. Tait (Chair), G. Orr (Vice Chair), B. Desjardins, D. Howe, B. Isitt, J. Loveday, N. Taylor

Staff: K. Morley, General Manager, Corporate Services; D. Elliott, Manager, Aboriginal Initiatives;
E. Kelch, First Nations Engagement Assistant; E. Gorman, Deputy Corporate Officer; S. Closson,
Committee Clerk (Recorder)

Regrets: Directors Martin, Windsor, Board Chair Plant, (ex-officio)

The meeting was called to order at 1:31 pm.

1. Territorial Acknowledgement

Chair Tait provided a Territorial Acknowledgement.

2. Approval of Agenda

MOVED by Director Taylor, **SECONDED** by Director Loveday,
That the agenda for the February 26, 2020 First Nations Relations Committee
meeting be approved.

CARRIED

3. Adoption of Minutes

- 3.1. [20-169](#) Minutes of the September 18, 2019 First Nations Relations Committee Meeting

MOVED by Director Orr, **SECONDED** by Director Howe,
That the minutes of the First Nations Relations Committee meeting of September
18, 2019 be adopted as circulated.

CARRIED

4. Chair's Remarks

There were no Chair's remarks.

5. Presentations/Delegations

There were no presentations or delegations.

6. Committee Business

6.1. [20-041](#) 2020 First Nations Relations Standing Committee Terms of Reference

K. Morley spoke to the Terms of Reference.

Discussion ensued on the origins of the working group and Indigenous membership.

**MOVED by Director Orr, SECONDED by Director Howe,
That the attached 2020 First Nations Relations Standing Committee Terms of Reference be received for information.
CARRIED**

6.2. [20-159](#) Recycling Outreach Assistant Final Report

K. Morley spoke to the Recycling Outreach Assistant Final Report.

Discussion ensued on the following:

- support for the program
- dedicated resource

**MOVED by Director Loveday, SECONDED by Director Desjardins,
The First Nations Relations Committee recommends to the Capital Regional District Board:
That the Recycling Outreach Assistant Final Report be received for information.
CARRIED**

6.3. [20-160](#) 2019 Forum of All Councils Summary Report

D. Elliot spoke to the 2019 Forum of All Councils Report.

Discussion ensued on the following:

- value and importance of holding the Forum of All Councils
- Indigenous representation on the Regional Water Supply Commission and Water Advisory Committee

**MOVED by Director Isitt, SECONDED by Director Desjardins,
The First Nations Relations Committee recommends to the Capital Regional District Board:
That the 2019 Forum of All Councils Summary Report be received for information.
CARRIED**

6.4. [20-161](#) First Nations Inclusion on CRD Board Standing Committees

K. Morley spoke to First Nations Inclusion on CRD Board Standing Committees.

Discussion ensued on the following:

- intergovernmental working group
- provincial review of the Local Government Act
- CRD model for First Nation participation in standing committees
- unaffiliated indigenous representation

**MOVED by Director Desjardins, SECONDED by Director Isitt,
The First Nations Relations Committee recommends to the Capital Regional District Board:**

That staff bring back implications and draft amendments to the Capital Regional District Procedures Bylaw No. 3828 to enable the inclusion of First Nations elected representatives on Board Standing Committees, Select and Advisory Committees, Commissions and other appointed bodies of the Board.
CARRIED

6.5. [20-162](#) Remuneration to Support Increased First Nations Participation

D. Elliot spoke to the Remuneration to Support Increased First Nations Participation.

Discussion ensued on confirmation that the Regional Water Supply Commission will be included as part of the Remuneration Policy.

**MOVED by Director Orr, SECONDED by Director Loveday,
The First Nations Relations Committee recommends to the Capital Regional District Board:**

That staff bring back draft changes to the Capital Regional District Board Remuneration and Travel Expense Policy that outlines remuneration for First Nations elected representatives participating on CRD Standing Committees, Commissions and other Board appointed bodies; as well as a draft First Nations Remuneration Policy that establishes compensation for specific cultural, technical or subject matter expertise on CRD projects and activities.
CARRIED

7. Notice(s) of Motion

Notice of Motion: Request to Provincial Government: Expedited Review of Local Government Act - Director Loveday

The First Nations Relations Committee recommends to the CRD Board:
That the Board request that the Provincial government expedite the review of the Local Government Act, with a view toward providing for First Nations representation on regional district boards, as part of the review process arising from the Declaration on the Rights of Indigenous Peoples Act.

8. New Business

There was no new business.

9. Motion to Close the Meeting

9.1. [20-170](#) Motion to Close the Meeting

**MOVED by Director Desjardins, SECONDED by Director Orr,
1. That the meeting be closed under Section 21 of FOIPPA in accordance with Section 90(1)(j) of the Community Charter.**
CARRIED

**MOVED by Director Desjardins, SECONDED by Director Loveday,
2. That the meeting be closed for Intergovernmental Negotiations in accordance with Section 90(2)(b) of the Community Charter.**
CARRIED

The meeting was closed at 2:13 pm. and rose without report at 2:22 pm.

10. Adjournment

MOVED by Director Howe, **SECONDED** by Director Desjardins,
That the February 26, 2020 First Nations Relations Committee meeting be
adjourned at 2:22 pm.
CARRIED

Chair

Recorder

Meeting Minutes

First Nations Relations Committee

Wednesday, September 30, 2020

1:30 PM

6th Floor Boardroom
625 Fisgard St.
Victoria, BC V8W 1R7

Special Meeting

PRESENT

Directors: M. Tait (Chair), G. Orr (Vice Chair), B. Desjardins, B. Maberley (for D. Howe), B. Isitt, J. Loveday, R. Martin, N. Taylor, C. Plant (Board Chair, ex-officio)

Staff: R. Lapham, Chief Administrative Officer; K. Morley, General Manager, Corporate Services; D. Elliott, Manager, First Nations Relations; E. Kelch, First Nations Engagement Assistant; M. Lagoa, Acting Deputy Corporate Officer; S. Closson, Committee Clerk (Recorder)

Regrets: Directors Howe, Windsor

The meeting was called to order at 1:30 pm.

1. Territorial Acknowledgement

Chair Tait provided a Territorial Acknowledgement.

2. Approval of Agenda

MOVED by Director Loveday, **SECONDED** by Director Desjardins,
That the agenda been amended to include Chair's remarks and the agenda for the September 30, 2020 First Nations Relations Committee meeting be approved as amended.

CARRIED

3a. Chair's Remarks

Let us begin by first putting today into perspective. Today is Orange Shirt Day. This national event, held on September 30th each year, is a day to honour residential school survivors and their families and to also remember those young people, removed from their family, taken from their community who never made it home.

It is important, as we have done today, to acknowledge the territory where we are gathered and to do our part to understand the reciprocal relationship between Indigenous Peoples and these lands that has lasted since time immemorial. But a day like today presents us all with an opportunity to also turn our minds to the experiences of the 150,000 First Nations, Inuit and Metis children forced through the Residential School system in over 130 of these institutions between 1831 and 1996. Today is about listening to those who have

not been heard, learning about the truth of residential schools and working to do our part in support of those survivors on their healing journey.

Xe'xe'smun'eem is from the Hul'q'umi'num' language and translates as sacred children. The name was chosen to honour all those who have suffered from this system of oppression and assimilation. Xe'se'smun'eem in this context also means respect, responsibility, reciprocity, and purpose.

(The Chair played a short video of Eddy Charlie, a residential school survivor, who shared, in his own words, a little bit of his journey and what the day means to him. She thanked Eddy for his generous permission to share his words at the meeting).

(The Committee honoured the Day with a moment of silence).

These important words open the door to each and every one of us to engage in a conversation on all aspects of residential schools and the legacy they have left behind. And this is a discussion that all Indigenous and Non-Indigenous Canadians can participate in to create bridges with each other toward Reconciliation. Today is a day for survivors to be reaffirmed that they matter, and so do those that have been affected. Every Child Matters, even if they are an adult, from now on.

I wish now to acknowledge the hard work of Phyllis Webstad, whose courage in sharing her experiences of Residential School in 1973 resulted in the creation of Orange Shirt Day in 2013. I also wish to acknowledge Eddy Charlie for his show of strength in the work that he is doing with Orange Shirt Day Victoria and for sharing his words with us here today. Finally, I wish to honour each and every survivor of the Residential School system, their families and the memories of those who never returned. We stand together and work for each other to support healing. It is important to remember that this work, this effort, we will do as a community - together we will lift each other up and move towards a different kind of future. A future where we walk shoulder to shoulder with all Residential School survivors, in support of their path to Reconciliation. "

3b. Presentations/Delegations

There were no presentations or delegations.

4. Committee Business

4.1. [20-579](#) First Nations Relations Service Plan 2021

K. Morley introduced the First Nations Relations Service Plan 2021 and provided a brief history of the CRD First Nations initiatives and spoke to future planning.

Discussion ensued on the following:

- First Nations Economic Opportunity Portal
- local participation in the portal
- criteria for First Nations companies as a service provider
- Greater Victoria Harbour Authority upcoming presentation

MOVED by Director Desjardins, **SECONDED** by Director Loveday,
That the First Nations Relations Committee recommends to the Capital Regional District Board:
That Appendix A Community Need Summary - First Nations Relations be approved as presented and advanced to the October 28, 2020 provisional budget review process.
CARRIED

4.2. [20-580](#) First Nations Inclusion in CRD Governance

K. Morley spoke to the First Nations Inclusion in CRD Governance report.

Discussion ensued on the following:

- in camera meetings
- confidentiality agreements
- local government regulations
- remuneration
- Board liability considerations
- requisition funding to CRD
- process clarification and First Nations consultation
- unaffiliated First Nations

MOVED by Director Isitt, **SECONDED** by Director Taylor,
That the First Nations Relations Committee recommends to the Capital Regional District Board:
1. That Bylaw No. 4368, Capital Regional District Board Procedures Bylaw, 2012, Amendment Bylaw No. 11, 2020 be introduced and read a first, second and third time;
2. That Bylaw No. 4368 be adopted;
3. That the Terms of Reference for the First Nations Relations Committee, Governance and Finance Committee, Environmental Services Committee, Solid Waste Advisory Committee, Planning Transportation and Protective Services Committee, and Regional Parks Committee be amended to allow for First Nations Membership starting in January 2021; and,
4. That staff be directed to include \$75,000 in the 2021 Provisional Budget to support the planned amendments to the Board Remuneration and Travel Reimbursement Policy.

MOVED by Director Isitt, **SECONDED** by Director Loveday,
That the motion be amended to add item 5. to the recommendation as follows:
5. That staff report back to the committee by the end of November with options related to closed meetings.

MOVED by Director Isitt, **SECONDED** by Director Desjardins,
That the amendment be further amended to replace the words "...back to the committee..." with the words "...back to the Governance and Finance Committee...".
CARRIED

MOVED by Director Isitt, **SECONDED** by Director Loveday,
5. That staff report back to the Governance and Finance Committee by the end of November with options related to closed meetings.
CARRIED

MOVED by Director Martin, **SECONDED** by Director Desjardins,
That the amended motion remove the words "...by the end of November...".
CARRIED

MOVED by Director Isitt, **SECONDED** by Director Loveday,
5. That staff report back to the Governance and Finance Committee with options related to closed meetings.

MOVED by Director Isitt, **SECONDED** by Director Loveday,
That the amended motion add the words "...in November..." after the words "...to the Governance and Finance Committee...".
CARRIED

MOVED by Director Isitt, **SECONDED** by Director Taylor,
That the First Nations Relations Committee recommends to the Capital Regional District Board:

1. That Bylaw No. 4368, Capital Regional District Board Procedures Bylaw, 2012, Amendment Bylaw No. 11, 2020 be introduced and read a first, second and third time;
2. That Bylaw No. 4368 be adopted;
3. That the Terms of Reference for the First Nations Relations Committee, Governance and Finance Committee, Environmental Services Committee, Solid Waste Advisory Committee, Planning Transportation and Protective Services Committee, and Regional Parks Committee be amended to allow for First Nations Membership starting in January 2021; and,
4. That staff be directed to include \$75,000 in the 2021 Provisional Budget to support the planned amendments to the Board Remuneration and Travel Reimbursement Policy.
5. That staff report back to the Governance and Finance Committee in November with options related to closed meetings.

CARRIED

Director Loveday left the meeting at 2:32 pm.

4.3. [20-578](#)

First Nations Economic Development Partnership Model

D. Elliot spoke to the First Nations Economic Development Partnership Model.

MOVED by Board Chair Plant, **SECONDED** by Director Desjardins,
That the First Nations Relations Committee recommends to the Capital Regional District Board:

That the CRD First Nation Economic Development Partnership Model Feasibility Study Report, 2020 be received for information.

CARRIED

5. Notice(s) of Motion

6. New Business

Director Maberley spoke to a newly formed organization of First Nations families on Galiano Island and Chair Tait extended an invitation on behalf of the Committee to them to give a presentation at the next First Nations Relations Committee meeting on November 25th, 2020.

6.1. Presentation: First Nations Relations Mandate Refresher

MOVED by Director Plant, SECONDED by Director Isitt,
That the presentation provided by Ms. Morley and the First Nations Relations staff
be provided at the October Board meeting preceding the committee business
being dealt with.
CARRIED

7. Motion to Close the Meeting

7.1. [20-592](#) Motion to Close the Meeting

MOVED by Board Chair Plant, SECONDED by Director Martin,
1. That the meeting be closed under Section 21 of FOIPPA in accordance with
Section 90(1)(j) of the Community Charter.
2. That the meeting be closed for Intergovernmental Negotiations in accordance
with Section 90(2)(b) of the Community Charter.
CARRIED

The meeting went into closed session at 2:46 pm and rose without report at 3:12
pm.

8. Adjournment

MOVED by Board Chair Plant, SECONDED by Director Martin,
That the September 30, 2020 First Nations Relations Committee meeting be
adjourned at 3:12 pm.
CARRIED

Chair

Recorder



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**REPORT TO FIRST NATIONS RELATIONS COMMITTEE
MEETING OF WEDNESDAY, NOVEMBER 25, 2020**

SUBJECT **Amendment to CRD Board Remuneration and Travel Expense Reimbursement Policy to Include First Nation Members**

ISSUE SUMMARY

To amend the CRD Board Remuneration and Travel Expense Reimbursement Policy (the Policy) to support remuneration and reimbursement of First Nation Members when they participate on CRD Board standing, advisory, select committees and commissions where the Policy permits.

BACKGROUND

First Nations do not have access to dedicated resources to support participation and engagement on CRD committees or commissions and the time that Chiefs and councilors would be spending informing CRD activities would draw down on their capacity to support the core work of their Nations. Within this context, it is important to acknowledge the contributions of First Nation Members when they participate on CRD committees or commissions by offering compensation.

In December 2016, the CRD Board adopted the suite of recommendations contained within the Year End Report on the Activities of the Special Task Force on First Nations Engagement which included the following:

- Direct staff to develop options for increased resourcing and financial implications to accommodate greater participation, engagement and reconciliation.

The Special Task Force on First Nations Relations: Final Report, adopted by the CRD Board in October 2018, includes the recommendation:

- That the Board pursue a proposed First Nations Remuneration Policy, and direct staff to provide recommendations for consideration by the incoming Board.

The CRD Board adopted the following in March 2020:

- That staff bring back draft changes to the Capital Regional District Board Remuneration and Travel Expense Reimbursement Policy that outlines remuneration for First Nations elected representatives participating on CRD Standing Committees, Commissions and other Board appointed bodies; as well as a draft First Nations Remuneration Policy that establishes compensation for specific cultural, technical or subject matter expertise on CRD projects and activities.

At the Special CRD Board meeting of October 28, the recommendation was adopted:

- That \$75,000 be included in the Provisional Budget to support the planned amendments to the Board Remuneration and Travel Reimbursement Policy.

The recommendation being considered within this staff report is specific to supporting remuneration when First Nation Members participate in CRD governance. Compensation for cultural works is being advanced in a separate staff report.

ALTERNATIVES

Alternative 1

The First Nations Relations Committee and the Governance and Finance Committee recommends to the Capital Regional District Board:

- a. That the proposed amendments to the Board Remuneration and Travel Expense Reimbursement Policy are approved pending the adoption of Bylaw No. 4368, Capital Regional District Procedures Bylaw, 2012, Amendment Bylaw No. 11.
- b. That the amended Schedule 1 of the Board Remuneration and Travel Reimbursement Policy is approved pending the adoption of Bylaw No. 4368, Capital Regional District Procedures Bylaw, 2012, Amendment Bylaw No. 11, thereby setting the remuneration rates for First Nation Members at \$110 per committee/commission meeting for only those identified in the policy, including expenses.

Alternative 2

The First Nations Relations Committee and the Governance and Finance Committee recommends to the Capital Regional District Board:

- a. That the proposed amendments to the Board Remuneration and Travel Expense Reimbursement Policy are approved pending the adoption of Bylaw No. 4368, Capital Regional District Procedures Bylaw, 2012, Amendment Bylaw No. 11.
- b. That the amended Schedule 1 of the Board Remuneration and Travel Reimbursement Policy is amended to set the remuneration rate for First Nation Members at \$250 per committee/commission meeting for only those identified in the policy, including expenses.
- c. That the amended Schedule 1 is approved pending the adoption of Bylaw No. 4368, Capital Regional District Procedures Bylaw, 2012, Amendment Bylaw No. 11.

Alternative 3

The First Nations Relations Committee recommends to the Capital Regional District Board:

That this report be referred back to staff for additional information.

IMPLICATIONS

Intergovernmental Implications

The current remuneration levels outlined in the Policy establish two rates that includes a flat rate of \$110 per meeting for Alternate CRD/CRHD Board Directors and an annual stipend of \$5,981 for CRD Directors. The annual stipend is the identified amount for CRD/CRHD Directors when they participate on a Board Standing Committee that is in addition to their base stipend amount that includes CRD/CRHC Board, Committee of the Whole meetings and two Standing Committees. Given the flexibility built into the model for more inclusive governance and the likelihood that First Nations will participate in an interest-based way, a per meeting approach has been pursued for First Nation Members.

Alternative 1

Amending CRD policy to remunerate First Nation Members when participating in CRD governance is intended to provide a fair and reasonable level of compensation to First Nations when they make the commitment to serve their communities though engaging in discussions on regional matters. This level of remuneration proposed, though not intended to be the primary motivating factor, considers time spent reviewing agenda packages and attending meetings and

is consistent with the level of remuneration provided to Alternate Directors. However, this amount is less than what First Nations typically consider to be appropriate compensation for this type of work and may inadvertently act as a barrier to participation. First Nations Chiefs or councillors may feel the level of remuneration provided does not align with their expectations or what they tend to remunerate themselves for similar time commitments and activities.

Alternative 2

The CRD's Statement of Reconciliation acknowledges the gap in wealth between First Nations and settler governments. This alternative looks to align CRD remuneration rates for First Nation Members with those levels the First Nations pay themselves as a baseline and is intended to acknowledge that effective participation may require more than a quick review of the material in advance of a meeting. The higher rate suggested in Alternative 2 goes beyond that which is provided to an Alternate Director, but is less than what a CRD Director would be remunerated though an annual stipend when broken down by meeting. Alternative 2 establishes a third rate for remuneration that is specific to First Nation Members.

Financial Implications

The Board has allocated a total of \$75,000 in the 2021 provisional budget to support the remuneration of First Nation members and related expenses. This figure is based on the potential cost implications associated with an estimated level of participation on committees. To manage budget uncertainty and the potential of cost overruns resulting from specific First Nation Members attending significant number of meetings, staff have included a ceiling for First Nation remuneration in the Policy. Regardless of the specific remuneration level, the Annual Community Maximum remains fixed at \$8,250 per First Nation. Should a single community be projected to exceed their annual maximum, a discussion between the First Nation and CRD staff will determine an appropriate course of action based on interests, resource availability and budgetary constraints. The intention of the Annual Community Maximum is to ensure that each First Nation receives an equitable allocation of funds to support remuneration as the model for inclusive governance is introduced. This figure and its utilization will likely need to be revised over time as the degree of participation and cost implications becomes more fully understood.

Alternative 1

This alternative allows for a very high level of participation with low risk of a First Nation exceeding their Annual Community Maximum and presents a minimal likelihood of any cost overruns associated with First Nation Member remuneration.

Alternative 2

There is a risk with this higher remuneration rate that some First Nations quickly bump up against their Annual Community Maximum and the exhaustion of their allocated funds. In order to not have the Annual Community Maximum be a barrier to further participation, the CRD would likely need to identify additional resources, which could result in a overspending on this particular budget item. It may also be possible that some First Nation indicate they will not use all of their available funds in which case these could be re-profiled to support another First Nation.

Operational Implications

Remuneration will be disbursed through an agreement between the CRD and the First Nation government that details the remuneration schedule and payment terms for First Nation Member participation. Remuneration payments will be made directly to the First Nation at regular intervals

and will provide the First Nation with a clear overview of who attended which meetings and the remuneration owed to each appointed First nation Member or their alternate for the service provided. The CRD will rely on the First Nation to then distribute this in a manner that it determines to be appropriate.

Alignment with Board & Corporate Priorities

This aligns with Board Priority of First Nations Reconciliation and supports taking measurable steps toward developing respectful government-to-government relationships and partnerships with First Nations to foster shared prosperity for all.

Alignment with Existing Plans & Strategies

This work aligns with the CRD's Task Force Report on First Nations Relations and its statement of Reconciliation: "When First Nations wish to participate in our decision-making process then we will support them."

CONCLUSION

The ability for the CRD to appropriately compensate First Nation Members for their time and expertise as well as acknowledging their important responsibilities as representative government within their communities will play an important role in supporting the first steps towards more inclusive governance. It will not be the only motivating factor, but it is important to strike the right balance given the time required and the other pressing priorities for First Nations' elected officials. It should also be noted that the Policy will be reviewed periodically as directed by the Board so if the amount is determined to require adjustment, a process for this is already built in.

RECOMMENDATION

The First Nations Relations Committee and the Governance and Finance Committee recommends to the Capital Regional District Board:

- a. That the proposed amendments to the Board Remuneration and Travel Expense Reimbursement Policy are approved pending the adoption of Bylaw No. 4368, Capital Regional District Procedures Bylaw, 2012, Amendment Bylaw No. 11.
- b. That the amended Schedule 1 of the Board Remuneration and Travel Reimbursement Policy is approved pending the adoption of Bylaw No. 4368, Capital Regional District Procedures Bylaw, 2012, Amendment Bylaw No. 11, thereby setting the remuneration rates for First Nation Members at \$110 per committee/commission meeting for only those identified in the policy including expenses.

Submitted by:	Don Elliott, MUP, Manager, First Nations Relations
Concurrence:	Chris Neilson, MBA, CPHR, Senior Manager, Human Resources & Corporate Safety
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

ATTACHMENT(S)

Appendix A: Board Remuneration and Travel Expense Policy

Appendix B: Schedule 1 – CRD Board Remuneration and Travel Expense Policy



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CAPITAL REGIONAL DISTRICT BOARD POLICY

Policy Type	Board		
Section	Policies, Procedures, Manuals		
Title	Board Remuneration and Travel Expense Reimbursement		
Adopted Date	September 9, 2015	Policy Number	4.00(HR)
Last Amended	February 10, 2020		
Policy Owner	Human Resources		

1. POLICY:

Board of Directors Remuneration and Travel Expense Policy.

2. PURPOSE:

To outline Board remuneration and travel expense reimbursement guidelines. The CRD Board approved a new Board remuneration framework on September 9, 2015. A primary driver for establishing a CRD Board remuneration philosophy was to recognize the significant amount of commitment required of Directors and to design an approach that would assist with engagement as well as attendance.

3. SCOPE:

The policy applies to all CRD Board Directors, Commission members, **First Nations Members** and certain Board appointees to external Board.

4. DEFINITIONS:

“board remuneration” means any compensation paid to Board Directors, certain Commission members, **First Nations Members** and Board appointees to external Boards as approved by the CRD Board in exchange for undertaking CRD business activities.

5. PROCEDURE:

1. All Board Directors, certain Commission members, Municipal Councillors, **First Nations Members** and certain Board appointees to external Boards shall receive an annual stipend and/or a payment per meeting and travel expenses as per CRD Board Remuneration and Travel Expense Policy - Schedule 1.
2. Eligibility for payments is defined in CRD Directors Appointments by Committees, Commissions to External Board - Schedule 2.
3. The remuneration amounts will be adjusted annually, by CRD Payroll Services, based on

the Consumer Price Index for the Victoria area for the twelve months ending December 31 of the preceding year – Schedule 3.

4. The remuneration structure will be reviewed periodically as directed by the Board.

6. SCHEDULE:

- A. Schedule 1 - CRD Board Remuneration and Travel Expense Policy
- B. Schedule 2 - Remuneration Eligibility Table
- C. Schedule 3 - CRD Board Remuneration Philosophy

7. AMENDMENT(S):

Adoption Date	Description:
September 9, 2015 (Revised April 18, 2016)	<i>Approved by the Board</i>
April 12, 2017 (eff. January 1, 2017)	<i>Amendment 1, approved by the Board</i>
May 9, 2018 (eff. January 1, 2019)	<i>Amendment 2, approved by the Board</i>
February 10, 2020 (Schedule 1 and 2 updates)	<i>Amendment 3, approved by Human Resources (eff January 2020 Schedule 1; December 2019 Schedule 2)</i>

8. REVIEW(S)

Review Date	Description:
December 9, 2020	Proposed amendment to include First Nation Members. Pending approval by the Board.

9. RELATED POLICY, PROCEDURE OR GUIDELINE:

Board Procedures Bylaw No. 3828

*CRD Board Remuneration and Travel Expense Policy – Schedule 1
Effective January 1, 2020*

	REMUNERATION	EXPENSE ALLOWANCE	TOTAL	
ANNUAL STIPENDS				
Paid periodically throughout the year (currently, biweekly)				
1	CRD / CRHD Board Directors	13,559	6,779	20,338
	<i>Includes all CRD/CRHD Board meetings, Committee of the Whole Meetings, and two Standing Committee* commitments *where defined as a standing committee in bylaws or terms of reference AND members are appointed by the Board Chair</i>			
2	Electoral Area Directors (additional)	26,136	13,068	39,204
3	CRD Board Chair (additional)	19,940	9,970	29,910
4	CRD Board Vice-Chair (additional)	3,987	1,994	5,981
5	CRHD Board Chair (additional) <i>(Not paid if the CRHD Board Chair is also the CRD Board Vice-Chair)</i>	3,987	1,994	5,981
6	Board Standing Committee Chair, CRD Arts Commission Chair & Solid Waste Advisory Commission Chair (additional) <i>(when appointed by CRD Board Chair)</i>	1,994	997	2,991
7	Additional Board Standing Committee(s) (additional) <i>(Payable if Standing Committee Membership exceeds the two remunerated in Section 1)</i>	3,987	1,994	5,981
PER MEETING PAYMENTS				
Paid for scheduled attendance at a meeting, except where such meeting has been cancelled in advance				
8	Alternate CRD/CRHD Board Director and Acting Standing Committee Chair	73	37	110
9	CRD Board Directors - Local & Sub-Regional Commission/Committee Meetings	73	37	110
	Does not apply when:			
	i. Commission /Committee within the responsibilities of the Electoral Area Director			
	ii. Remuneration is already paid by the Commission			
	iii. The Committee/Commission is not eligible for payment by Act, Regulation, Bylaw or other			

10	First Nation Member appointees to eligible CRD committee (See Footnote 8)	73	37	110
11	CRD Board Directors – appointed by CRD to External Board Does not apply when: i. External Board falls within the responsibilities of the Electoral Area Director ii. Remuneration is already paid by the External Board iii. The External Board is not eligible for payment by Act, Regulation, Bylaw or other	73	37	110
12	CRD Municipal Directors who vote on Part 26 Decisions of Juan de Fuca Electoral Area Applies only when: a. Attendance at a JDFEA land use committee meeting of which the director is a member b. Attendance at any land use public hearing of the JDFEA regarding an area where the director is eligible to vote on decisions at the CRD Board Does not apply to the Electoral Area Director	73	37	110
13	Alternate CRD Electoral Area Director attending formal Local and Sub-Regional Commission meetings in place of the Electoral Area Director	73	37	110
14	All Commissioners - Regional Water Supply Commission	73	37	110
15	Forum of Councils – First Nations, Municipal Councilors and Directors	73	37	110
TRAVEL EXPENSES				
16	All Director or First Nation Member Travel - to and from meetings where the Director or First Nation Member is a member	\$0.50		Per km. for regularly constituted meetings of Board, Commissions, Standing, and Select Committees
DIRECTOR TRAVEL Within Capital Region/Vancouver Island and Lower Mainland				
17	Travel by Personal Automobile	\$0.50		Per kilometre
18	Travel by Bus, Train, Ferry, Air (economy class)	Actual expense		Payable upon receipt
DIRECTOR TRAVEL Outside Capital Region/Vancouver Island and Lower Mainland				
19	Travel by Personal Automobile	\$0.50		Per kilometre
20	Travel by Bus, Train, Ferry, Air (economy class), Car Rental (mid-size)	Actual expense		Payable upon receipt
21	Electoral Area Director Travel - within Electoral Area	\$0.50		For travel greater than 10km from EA Director's residence within the EA or their office, provided the destination is a place to conduct EA business

22	CRD Board Chair, CRHD Board Chair, Standing Committee Chair - including Acting Chairs	\$0.50	For any business travel of the Board or Standing Committee, provided the expenses are incurred outside the municipality or EA which the Chair represents
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MEALS

23	For Travel Requiring Greater-Than 24 Hours from Place of Residence	\$63	Per diem allowance for meals, gratuities, parking, local calls
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For Travel Requiring Less-than 24 Hours from Place of Residence

24	- Breakfast	\$10.50	See Footnote 1
25	- Lunch	\$21.00	See Footnote 1
26	- Dinner	31.50	See Footnote 1

OTHER

27	Seminars, Courses, Conferences, Meetings	Actual Cost	Registration Fees paid for single participation (Receipt required)
28	Accommodation	Actual Cost	Based on single occupancy
29	Taxi Expenses	Actual Cost	Receipts are required
30	Long Distance Telephone Calls	Actual Cost	Receipts are required

FOOTNOTE

(1) Meal payments will be paid as follows:

If Departure Prior to:	7:00am	Breakfast, Lunch, Dinner
	12:00noon	Lunch, Dinner
	6:00pm	Dinner
If Return After:	12:30pm	Breakfast, Lunch
	6:00pm	Breakfast, Lunch, Dinner
	6:00pm	Breakfast, Lunch, Dinner

CRD Board Remuneration and Travel Expense Policy – Schedule 2

Remuneration Eligibility Table
(as of December 11, 2019)

Regional Board and Standing Committees	See Footnote
Capital Regional District Board	1
Capital Regional Hospital District Board	1
Capital Region Housing Corporation Board	1, 6
Climate Action Inter-Municipal Task Force	7
Committee of the Whole	1
Core Area Liquid Waste Management Committee	1, 2, 8
Electoral Areas Committee	1, 2
Environmental Services Committee	1, 2, 8
First Nations Relations Committee	1, 2, 8
Governance and Finance Committee	1, 2, 8
Hospitals and Housing Committee	1, 2, 8
Planning, Transportation and Protective Services Committee	1, 2, 8
Regional Parks Committee	1, 2, 8
Solid Waste Advisory Committee	7

Footnotes:

1. *Within Director's core responsibilities*
2. *Eligible for additional Standing Committee payment, if Director already sits on two (2) Standing Committees*
3. *Eligible for per meeting payment*
4. *Not eligible for payment: Commission/Board falls within the responsibilities of an Electoral Area Director*
5. *Not eligible for payment: Commission/Board already makes a payment for attendance*
6. *Not eligible for payment: Commission/Board ineligible by Act, Regulation, Bylaw or other*
7. *Not eligible for payment: Sub-Committee to a Standing Committee or other*
8. *Payments to be made to respective First Nations Governments on behalf of First Nation Member appointees following attendance at the meeting. Payments for attendance and expenses shall not exceed \$8,250 per year per First Nation. Note that First Nation participation is only permitted where the specific committee Terms of Reference allow.*

Director Appointments to Local & Subregional Commissions	See Footnote
Arts Commission	3
East Sooke Fire Protection and Emergency Response Service Commission	4
East Sooke Advisory Planning Commission	4
Fernwood Dock Management Commission	4
Galiano Island Parks and Recreation Commission	4
Juan de Fuca Board of Variance	4
Juan de Fuca Electoral Area Parks and Recreation Advisory Commission	4
Juan de Fuca Land Use Committee	4
Juan de Fuca Water Distribution Commission	3, 4
Lyall Harbour/Boot Cove Water Local Services Committee	4
Magic Lake Estates Water and Sewer Committee	4
Mayne Island Parks and Recreation Commission	4
North Galiano Fire Protection and Emergency Response Service Commission	4
Otter Point Advisory Planning Commission	4
Otter Point Fire Protection and Emergency Response Service Commission	4
Pender Islands Parks and Recreation Commission	4
Peninsula Recreation Commission	3
Port Renfrew Fire Protection and Emergency Response Service Commission	4
Port Renfrew Utility Services Committee	4
Regional Housing Trust Fund Commission	3
Regional Water Supply Commission	5
Saanich Peninsula Wastewater Commission	3
Saanich Peninsula Water Commission	3
Salt Spring Island Community Economic Development Commission	4
Salt Spring Island Electoral Area Emergency Program Advisory Commission	4

Footnotes:

1. *Within Director's core responsibilities*
2. *Eligible for additional Standing Committee payment, if Director already sits on two (2) Standing Committees*
3. *Eligible for per meeting payment*
4. *Not eligible for payment: Commission/Board falls within the responsibilities of an Electoral Area Director*
5. *Not eligible for payment: Commission/Board already makes a payment for attendance*
6. *Not eligible for payment: Commission/Board ineligible by Act, Regulation, Bylaw or other*
7. *Not eligible for payment: Sub-Committee to a Standing Committee or other*

Director Appointments to Local & Subregional Commissions (con't)

See
Footnote

Salt Spring Island Parks and Recreation Advisory Commission	4
Salt Spring Island Transportation Commission	4
Saturna Island Parks and Recreation Commission	4
Shirley Fire Protection and Emergency Response Service Commission	4
Shirley/Jordan River Advisory Planning Commission	4
Skana Water Service Committee	4
Sooke and Electoral Area Parks and Recreation Commission	3, 4
Southern Gulf Islands Community Economic Sustainability Commission	4
Southern Gulf Islands Electoral Area Emergency Advisory Commission	4
Southern Gulf Islands Harbours Commission	4
Southern Gulf Islands Public Library Commission	4
SSI - Beddis Water Service Commission	4
SSI - Cedar Lane Water Service Commission	4
SSI - Cedars of Tuam Water Service Commission	4
SSI - Fernwood Water Local Service Commission	4
SSI - Fulford Water Service Commission	4
SSI - Ganges Sewer Local Services Commission	4
SSI - Highland Water and Sewer Services Commission	4
SSI - Salt Spring Island Liquid Waste Disposal Local Service Commission	4
Sticks Allison Water Local Service Committee	4
Surfside Park Estates Water Service Committee	4
Traffic Safety Commission	3
Victoria Family Court and Youth Justice Committee	3
Water Advisory Committee	6
Wilderness Mountain Water Service Commission	4
Willis Point Fire Protection and Recreation Facilities Commission	4

Footnotes:

1. *Within Director's core responsibilities*
2. *Eligible for additional Standing Committee payment, if Director already sits on two (2) Standing Committees*
3. *Eligible for per meeting payment*
4. *Not eligible for payment: Commission/Board falls within the responsibilities of an Electoral Area Director*
5. *Not eligible for payment: Commission/Board already makes a payment for attendance*
6. *Not eligible for payment: Commission/Board ineligible by Act, Regulation, Bylaw or other*
7. *Not eligible for payment: Sub-Committee to a Standing Committee or other*

Regional Board Appointments to External Boards

	See Footnote
Capital Regional Emergency Services Telecommunications	5
Greater Victoria Coalition to End Homelessness Society	6
Greater Victoria Harbour Authority Board	5
Greater Victoria Labour Relations Board	3
Gulf Islands National Park Reserve Advisory Board	4
Island Corridor Foundation Board	5
Municipal Finance Authority	5
Pender Islands' Fire Protection Society	4
Regional Representative to the Treaty Table	3
Royal and McPherson Theatres Society Advisory Committee	7
Royal and McPherson Theatres Society Board	3
Salt Spring Island Ferry Advisory Committee	4
Sooke Historical Society	4
Southern Gulf Islands Ferry Advisory Committees	4
Vancouver Island Regional Library	4

Footnotes:

1. *Within Director's core responsibilities*
2. *Eligible for additional Standing Committee payment, if Director already sits on two (2) Standing Committees*
3. *Eligible for per meeting payment*
4. *Not eligible for payment: Commission/Board falls within the responsibilities of an Electoral Area Director*
5. *Not eligible for payment: Commission/Board already makes a payment for attendance*
6. *Not eligible for payment: Commission/Board ineligible by Act, Regulation, Bylaw or other*
7. *Not eligible for payment: Sub-Committee to a Standing Committee or other*

CRD Board Remuneration Philosophy

(Effective January 1, 2016)

- a base Director annual stipend as the average paid to CRD member councilors, which recognizes attendance at all Board meetings and Committee of the Whole meetings plus two Standing Committee commitments; and
- an additional annual stipend to Electoral Area Directors which recognizes all additional Electoral Area work including Electoral Area Commission commitments; and
- an additional annual stipend to the CRD Board Chair consistent with payments made by other Regional Districts, which recognizes all Board Chair responsibilities including all ex-officio responsibilities on Standing Committees; and
- additional annual stipends to recognize the additional commitments of the: CRD Board Vice-Chair; Capital Region Hospital District Chair; Standing Committee Chairs; CRD Directors appointed as a Commission Chair, when such Commission Chair appointment is made directly by the CRD Board Chair *[amended effective January 1, 2017]*; and CRD Directors who are involved on more than two Standing Committees; and
- per meeting payments to CRD Directors appointed to local and sub-regional Commissions and external boards (except where remuneration is already paid and/or not eligible); and
- per meeting payments to Alternate Directors consistent with payments made by other Regional Districts; and
- that the annual cost of living adjustment based on the Victoria Consumer Price Index continue to be applied, and that a regular review be undertaken every three (3) to five (5) years to ensure remuneration remains comparable.