

**DATE:** January 5, 2021

**FILE:** 530-01

**TO:** Chair and Directors  
Regional District Board

**FROM:** Russell Dyson  
Chief Administrative Officer

Supported by Russell Dyson  
Chief Administrative Officer

*R. Dyson*

**RE: Directors' Remuneration Review**

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### **Purpose**

To recommend options for proceeding with a Directors' remuneration review in accordance with [Bylaw No. 236](#) being "Comox Valley Regional District Remuneration and Expenses Bylaw 2012."

### **Recommendation from the Chief Administrative Officer:**

None

### **Executive Summary**

Bylaw No. 236 provides definitions, compensation philosophy and a remuneration structure for Comox Valley Regional District (CVRD) Directors. The bylaw provides for an independent review of director remuneration, allowances and benefits to be conducted in the year prior to a local government election, which are scheduled for October 2022. Julie Case has been retained to undertake the review. Based on any feedback from the meeting, the review and findings will be presented at a subsequent board meeting, likely in March 2022.

The methodology will be similar to that used in previous years, including;

- \* comparing to similar sized regional districts,
- \* distinguishing the municipal and electoral area director roles, and
- \* considering meeting remuneration and travel requirements.

The [current consolidated Bylaw No. 236 is linked](#) and a summary of the methodology to be used for this assessment is attached as Appendix A.

This staff report and the findings report will be presented to the Comox Strathcona Waste Management Board for information and to solicit input on the process.

The local government elections take place in October 2022 and the most prudent course of action is to ensure that the current elected officials are making decisions around future elected official compensation rather than their own. Any recommendations put forward following the remuneration review would be applicable beginning after the 2022 inaugural meeting.

Prepared by:

*J. Warren*

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James Warren  
Deputy Chief  
Administrative Officer

Concurrence:

*E. Jackson*

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Ellen Jackson  
Senior Manager  
of Human Resources

Appendix: Appendix A – Assessment methodology

# memo

Julie M Case, phone: 604.552.4484 Email: juliecase@shaw.ca

**To:** Ellen Jackson, Senior Manager Human Resources  
James Warren, Deputy CAO

**From:** Julie Case, Compensation Consultant

**Date:** December 30, 2021

**Re:** Proposed Methodology for Elected Officials' Remuneration

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The CVRD's Bylaw No. 236 states the district will *"Establish a compensation principle that sets remuneration rates at the level of the regional district comparable in population, size, budget and role, duties and responsibilities. This comparator is to be reviewed in the year prior to a local government election."*

The district last reviewed its compensation in 2018. Table 1 presents the format of the information collected for review in 2018. When conducting the compensation review in 2022, we propose to use the same format as Table 1. The measures of comparison will be collected from a BC government website (i.e., [www2.gov.bc.ca/gov/content/governments/local-governments/facts-framework/statistics](http://www2.gov.bc.ca/gov/content/governments/local-governments/facts-framework/statistics)) to ensure reliable and consistent comparisons. The most recent data available is from 2020.

We will draft a survey questionnaire to send to the proposed regional districts (9) listed in Table 1. As well as questions on the compensation received (e.g., annual remuneration and meeting stipends), the survey questionnaire will include the following questions and our report will summarize the responses received:

- Fulltime / part-time status of chair and directors (elected officials)
- Acting chair allowance
- Changes, if any, made after one third tax free allowance eliminated
- Prevalence of other allowances (will provide examples)
- Effective date of last base salary increase (chair and directors)
- Amount of last base salary increase (chair and directors)
- Reimbursement rate for mileage
- Do you pay travel time to and from meetings? If yes, what is the rate?
- What expenses do you pay for on behalf of elected officials?
- Are you considering any changes to the remuneration or benefits or reimbursement of expenses for elected officials? If yes, what changes are you considering?

**TABLE 1 – DATA SUMMARY OF COMPARATOR BC REGIONAL DISTRICTS**

Regional District	2020 Annual Expenses (\$ millions)	*Population Estimates (thousands)	Number of directors	Chair – Current Annual Remuneration (\$)	Director Municipal – Current Annual Remuneration	Director Electoral Area – Current Annual Remuneration	Chair – Current Meeting Stipend (\$)	Director Municipal – Current Meeting Stipend (\$)	Director Electoral Area – Current Meeting Stipend (\$)
Comox Valley	54.4	66.5	10						
Cariboo	34.6	62.0	16						
Central Kootenay	50.4	59.5	20						
Cowichan Valley	61.4	83.7	15						
East Kootenay	29.8	60.4	15						
Fraser-Fort George	37.6	94.5	14						
North Okanagan	46.6	84.4	14						
Okanagan-Similk	36.3	83.1	19						
Peace River	43.3	62.9	12						
Sunshine Coast	40.8	30.0	9						
<b>Summary – Not including Comox Valley Regional District</b>									
P25	36.3	60.4	14						
Median (P50)	40.8	62.9	15						
P75	46.6	83.7	16						
Average	42.3	69.0	15						