



To: Chair Samuel Schooner and Board of Directors
From: Courtney Kirk, CFO
Meeting Date: October 08, 2020
Subject: Director Local Work Assignment – United Coast Table

Recommendation:

That the board of directors of the Central Coast Regional District...

Issue/Background Summary:

Director Bertrand has participated in conference calls and in side table discussions of the United Coast Table since April 04, 2020. Up to and including September 30th, he has participated in 17 meetings, each of which last approximately one hour.

Policy, Bylaw or Legislation:

Board Remuneration and Expenses Bylaw No. 495 states:

c) Local Work Assignments:

Per hour.....\$36

A board resolution is required to identify the Local Work Assignment and to authorize the remuneration payment. It is the responsibility of individual directors to report local work assignments to the Chief Administrative Officer for entering into the payroll system.

Financial/Budgetary Implications:

From April 4 – September 30: 17 meetings x 1 hour x \$36 per hour = \$612

While Director Bertrand has not specifically requested preparatory time, the Board has deliberated the possibility of remuneration authorization at either an hour for hour compensation level or half-day for each meeting hour. The financial implication of each scenario would be:

Hour for Hour:

From April 4 – September 30: 17 meetings x 1 hour x \$36 per hour = \$612
17 prep/follow up x 1 hour x \$36 per hour = \$612
Total = \$1224

Half day for hour:

From April 4 – September 30: 17 meetings x 1 hour x \$36 per hour = \$612
17 prep/follow up x half day x \$125 = \$2,125
Total = \$2737

Participation in the United Coast Table was not contemplated in the 2020 budget. The expense would not constitute an unlawful expenditure as general board remuneration is included in the CCRD five-year financial plan; however Board authorization of the work assignment remuneration is required.

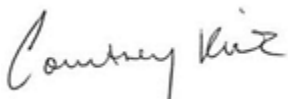
Apportioned Administration Reflecting Time Requirements – Staff and Elected Officials:

As stated above, participation in the United Coast Table has taken at least 17 hours for one Director and at least 3 hours for the Board Chair. In addition, as noted above, several calls/meetings required significant preparation on Director Bertrand’s part – these hours have not been documented and reimbursement is not specifically being requested.

Options to Consider:

1. Pursuant to Bylaw 495, resolve that Director Bertrand’s participation at the United Coast Table for the period April to September 2020 is identified as a local work assignment of the Central Coast Regional District Board of Directors, and therefore authorize remuneration in the amount of \$612 [or ...]. Further, determine that participation in the United Coast Table is concluded on September 30, 2020 or on another future date, or on a date to be determined.
2. Pursuant to Bylaw 495, resolve that Director Bertrand’s participation at the United Coast Table for the period April to September 2020 is and was not identified as a local work assignment of the Central Coast Regional District Board of Directors, and therefore no remuneration is authorized.

Respectfully Submitted by:



Courtney Kirk, CAO/CFO