



**FINANCE AUDIT COMMITTEE
AGENDA**

July 11, 2016

11:00 a.m.

**Committee Room, Cariboo Regional District
Suite D - 180 North Third Avenue
Williams Lake, BC**

Pages

1. CALL TO ORDER

(The meeting is scheduled to commence at 11:00 a.m.)

1.1 Adoption of Agenda

That the agenda items be adopted as presented.

2. ADOPTION OF MINUTES

2.1 Minutes of Finance/Audit Committee Meeting - October 29, 2015

1 - 2

That the minutes of the Finance/Audit Committee meeting, held October 29, 2015, be received and adopted.

3. DISCUSSION ITEMS

3.1 Directors' Discretionary Funds

3.2 Value for Money Audits

3.3 Remuneration Bylaw No. 5029 Schedules

3 - 7

4. ADJOURNMENT

That the meeting of the Finance Audit Committee be adjourned at TIME, July 11, 2016.



**FINANCE AUDIT COMMITTEE
MINUTES**

October 29, 2015

8:30 a.m.

**Cariboo Regional District Board Room
Suite D - 180 Third Avenue North
Williams Lake, B.C.**

PRESENT : Chair M. Wagner, Director S. Forseth, Director B. Simpson, Director A. Richmond

ABSENT : Director M. Campsall, Director J. Bruce

STAFF : J. Bell, Chief Administrative Officer, S. Reid, Chief Financial Officer

1. CALL TO ORDER

1.1 Adoption of Agenda

FAC.2015-10-1

Moved by Director Simpson

Seconded by Director Forseth

That the agenda items be adopted as presented.

Carried Unanimously

2. ADOPTION OF MINUTES

2.1 Minutes of the Finance/Audit Committee Meeting - August 20, 2015

FAC.2015-10-2

Moved by Director Forseth

Seconded by Director Simpson

That the minutes of the Finance/Audit Committee meeting, held August 20, 2015, be received and adopted.

Carried Unanimously

3. DISCUSSION ITEMS

3.1 North Cariboo Recreation Base Line Analysis

The North Cariboo Recreation Base Line Analysis was discussed.

4. ADJOURNMENT

FAC.2015-10-3

Moved by Director Simpson

Seconded by Director Forseth

That the meeting of the Finance/Audit Committee be adjourned at 9:30 a.m., October 29, 2015.

Carried Unanimously

Chair

Corporate Officer

SCHEDULE A

Chair and Directors' Remuneration

1) Directors' Remuneration

Effective upon adoption of this bylaw, each Director of the Cariboo Regional District shall be paid \$841.48 per month, thereafter to be increased annually on January 1st, based on the previous year's consumer price index, as basic remuneration, for completion of his or her duties of office. In the event that there is no increase to the consumer price index, or if it were to decline, the basic remuneration rate would remain the same as in the previous year.

2) Chair and Vice-Chair Remuneration

A) The Chair of the Cariboo Regional District Board shall receive the basic remuneration as a Director plus an amount equal to 1.5 times the basic remuneration.

B) The Vice-Chair of the Cariboo Regional District Board shall receive the basic remuneration as a Director plus an amount equal to 0.75 times the basic remuneration.

C) Where more than one Chair or Vice-Chair position is held by the same Director, only the highest of any Chair remuneration applies.

3) Standing Committee/Portfolio Chair Remuneration

A) The Chair of any of the Standing Committees or Portfolios appointed by the Board Chair shall receive the basic remuneration as a Director plus an amount equal to 0.25 times the basic remuneration.

B) There is no additional remuneration provided where a Director is Chair of more than one Standing Committee and/or Portfolio.

4) Acting Chair

In addition to his/her remuneration for attendance at a Board meeting as specified in this schedule, any Board member who serves as Acting-Chair on Board Day due to the absence of the Chair and Vice-Chair, shall be compensated \$50 for his/her services in chairing the Board meeting.

SCHEDULE B

Meeting Remuneration

It must be noted that the following table is intended to provide examples of categories of meetings and the remuneration applicable to that category. It must be recognized that the Board may eliminate or establish committees from time to time, which may or may not be eligible for remuneration in accordance with the applicable category.

- (A) For attendance at meetings, Directors will be remunerated and expenses will be paid in accordance with the attached table.
- (B) Those meetings which receive remuneration as indicated in the attached table are deemed to be "Sanctioned Meetings" as referred to in 3(H).
- (C) Where more than one meeting is held on the same day, the meetings shall be deemed to be one meeting. As an exception, when one of the meetings is a regular Board meeting and the other meeting begins after 6:00 pm on the same day, the other meeting will be remunerated as a separate meeting.
- (D) Each of the joint municipal/regional district committees and each rural caucus committee is limited to one meeting per month for the purposes of remuneration. Directors are only eligible for remuneration where an agenda for the meeting is prepared and distributed in advance and minutes are recorded and submitted to the Board for consideration.
- (E) Where a Director attends a meeting by means of electronic communications, remuneration shall be at the normal rate for that meeting.
- (F) Remuneration for meetings not listed on the attached table must be approved by the Board. It is noted that Directors may choose to accept appointments to a wide variety of bodies; however, except as specifically provided for herein, those appointments shall be without remuneration.

Meeting Remuneration	Meeting Rate	Travel Time	Vehicle Allowance	Expenses	Comments
Category 1: Board Activities					
a) Sanctioned Business Meetings					
Board meeting	185	√	√	√	
Special Board meeting	185	√	√	√	
Committee of the Whole	185	√	√	√	
Budget Meeting	185	√	√	√	
Strategic planning / retreat	185	√	√	√	
Director orientation	185	√	√	√	
b) Sanctioned Non-Business Meetings*					
LGLA seminars	120/75	√	√	√	
Electoral area forum	120/75	√	√	√	
Community to Community Meetings	120/75	√	√	√	
Treaty Advisory Meetings	120/75	√	√	√	
NCLGA convention	120/75	√	√	√	
UBCM convention	120/75	√	√	√	
FCM convention	120/75	√	√	√	
<i>Notes:</i> <i>For sanctioned non-business meetings, the lower rate of \$75.00 shall apply to any days where the session begins after or ends before 12:00 noon.</i>					
Category 2: External Appointments					
Fraser Basin Council	120/75	√	√	n/a	
Barkerville Heritage Trust	120/75	√	√	n/a	
Cariboo Chilcotin Beetle Action Committee	120/75	√	√	n/a	
Category 3: Sub-Regional Committees					
Rural Caucus/Joint Committee	120/75	√	√	√	Maximum one per month
Category 4: Standing Committees					
Finance/Audit Committee	75	√	√	√	
Infrastructure/Broadband/Cell	75	√	√	√	
First Nations Relations	75	√	√	√	
Solid Waste Management Plan Advisory Committee	75	√	√	√	
Heritage Advisory Committee	75	√	√	√	

Category 5: Commissions					
Advisory Planning Commission	75	n/a	√	n/a	
Category 6: Development Applications					
Public Hearing	75	n/a	√	n/a	
Public information meeting	75	n/a	√	n/a	(development applications)
Category 7: Portfolio Appointments					
Treaty	n/a	n/a	n/a	n/a	
Communications	n/a	n/a	n/a	n/a	
Library	n/a	n/a	n/a	n/a	
Category 8: Miscellaneous Functions					
CRD Board Chair	120/75	√	√	√	For representing CRD at external meetings
CRD Board Vice-Chair	120/75	√	√	√	For representing CRD at external meetings
Treaty Side Table	120/75	√	√	√	For representing CRD at side table meetings

Schedule C
Travel Time Remuneration

1. Travel time remuneration shall apply to:
 - A) All travel by Board Chair or Vice-Chair when representing the CRD;
 - B) Travel by Directors to sanctioned meetings outside their electoral area; and
 - C) Travel by Directors to meetings/events outside a Director's area authorized by the Board or by the Chair where time constraints preclude Board consideration.
2. Travel time remuneration is \$20 per 100 kilometres driven.
3. For commercial travel, remuneration is \$20 per hour to a maximum of \$120 per day calculated from the time of departure (usually from home) to the time of arrival at destination, and the reverse for the return trip. For clarity, travel by personal vehicle to the airport is calculated on a per hour basis rather than a per kilometre basis.