

**VILLAGE OF PEMBERTON
-COMMITTEE OF THE WHOLE MEETING AGENDA-**

Agenda for the **Committee of the Whole** of Council of the Village of Pemberton to be held Tuesday, September 20, 2022, at 1:00pm in Council Chambers located at 7400 Prospect Street and via electronic means through a ZOOM Webinar. This is Meeting No. 233.

“This meeting is being recorded as authorized by the [Video Recording & Broadcasting of Open Meetings Policy](#)

Online participation is encouraged and instructions for the public to view the meeting remotely by ZOOM webinar can be found [here](#). Link to the Zoom Webinar: <https://us02web.zoom.us/j/84313025117>

Item of Business	Page No.
1. CALL TO ORDER	
In honour of the Lil'wat7ul, the Village of Pemberton acknowledges that we are meeting within the unceded territory of the Lil'wat Nation.	
2. ADOPTION OF AGENDA	1
Recommendation: THAT the Committee of the Whole adopts the agenda as presented.	
3. APPROVAL OF MINUTES	
a) Committee of the Whole Meeting No. 232, Tuesday, July 12, 2022	2
Recommendation: THAT the Committee of the Whole approves the minutes of the Committee of the Whole Meeting No. 232, held Tuesday, July 12, 2022, as circulated.	
4. DELEGATIONS	
5. REPORTS	
a) Draft Electronic and Hybrid Meetings Policy	6
Recommendation: THAT the Committee of the Whole provides input on the draft Electronic and Hybrid Meetings policy.	
b) Draft Parental Leave Policy	18
Recommendation: THAT the Committee of the Whole provides input on a parental leave policy for elected officials for the Village of Pemberton.	
6. ADJOURNMENT	
Recommendation: THAT the September 20, 2022 Committee of the Whole meeting be adjourned.	

**VILLAGE OF PEMBERTON
-COMMITTEE OF THE WHOLE MEETING MINUTES--**

Meeting #: 232
Date: Tuesday, July 12, 2022, 2:30 pm
Location: Council Chambers & Zoom Webinar
7400 Prospect Street

COUNCIL: Mayor Mike Richman
Councillor Leah Noble*
Councillor Ted Craddock
Councillor Ryan Zant*

REGRETS: Councillor Amica Antonelli

STAFF: Elizabeth Tracy, Chief Administrative Officer
Sheena Fraser, Manager of Corporate & Legislative Services
Gwendolyn Kennedy, Legislative Assistant
Scott McRae, Manager, Development Services
Robin Zirnhelt, ISL Engineering*

MEDIA: 1

PUBLIC: 0

**Denotes electronic attendance*

A recording of the meeting was made available to the media and the public.

1. CALL TO ORDER

At 2:41pm Mayor Richman called the July 12, 2022 Committee of Whole meeting to order.

In honour of the Lil'wat7ul, the Village of Pemberton acknowledges that we are meeting within the unceded territory of the Lil'wat Nation

2. ADOPTION OF AGENDA

Moved/Seconded

THAT the Committee of the Whole adopts the agenda as presented.

CARRIED

3. APPROVAL OF MINUTES

3.1 Committee of the Whole Meeting No. 231, Tuesday, June 21, 2022

Moved/Seconded

THAT the Committee of the Whole approves the minutes of Committee of the Whole Meeting No. 231, held Tuesday, June 21, 2022, as circulated.

CARRIED

4. DELEGATIONS

4.1 RCMP Annual Update - Inspector Robert Dykstra, Staff Sergeant Sascha Banks and Corporal Scott Langtry

Corporal Scott Langtry joined the meeting at 2:44pm.

Staff Sergeant Banks presented the 2021 RCMP annual report for Pemberton, beginning by introducing the Pemberton team leaders: Inspector Robert Dykstra, Officer in Charge, Sea to Sky; Staff Sergeant Banks, North Zone Commander, in charge of Whistler and Pemberton detachments; and Corporal Scott Langtry, Pemberton Operations NCO.

Staff Sergeant Banks reported an overall reduction in crime from 2020 to 2021. Comparison with years prior to the COVID-19 pandemic is less relevant and has not been included. Notable is the large reduction in assault and domestic violence cases. Property crime has increased, but these statistics are less meaningful due to the low numbers of these crimes. Fraud cases, however, have increased significantly. Staff Sergeant Banks noted that these incidents are primarily related to online fraud by perpetrators from outside the Pemberton area, and that this reflects a wider trend that is not targeted at Pemberton specifically.

Staff Sergeant Banks reported that calls for service overall remain steady despite reduced activity resulting from COVID-19 restrictions.

Staff Sergeant Banks presented the annual strategic plan, providing details of how the five strategic priorities will be actioned with reference to challenges specific to Pemberton including tourism, seasonal fluctuations in activity, emergency and disaster response, and evacuation orders. The five strategic priorities are:

1. Crime Reduction and Community Safety
2. Road Safety
3. Operational Excellence and Emergency Preparedness
4. Partners for Social Impact

5. Employee Excellence and Workplace Culture.

Staff Sergeant Banks emphasized the change in culture that Corporal Langtry brings to the Pemberton detachment, indicating her support of his proactive approach to policing. Corporal Langtry spoke briefly, highlighting his commitment to the community and to improving the relationship between the RCMP and community members.

Discussion focused on the ongoing issue of vandalism to the public washrooms and about the status of the restorative justice initiative in the Sea to Sky corridor. Councillors expressed their appreciation of Corporal Langtry's commitment to the community, noting that they have already observed a change in the policing culture.

Staff Sergeant Banks, Inspector Dykstra and Corporal Langtry left the meeting at 3:27pm.

Robin Zirnhelt, ISL Engineering, and Scott McRae, Manager, Development Service, joined the meeting at 3:27pm.

5. REPORTS

5.1 Pemberton Creek Bridge Update

Mr. McRae presented a report for information summarizing the background of the Pemberton Creek pedestrian bridge project. Although the pedestrian bridge over Pemberton Creek was an obligation of the original developer of the land, on purchase of the land by the Conseil scolaire francophone, constraints in funding from Treasury Board required that the installation of the bridge as a developer obligation be removed and the covenant on title was released.

The technical memo from ISL, attached to the staff report as Appendix B, provides high-level costing and preliminary design concepts for the project.

Mr. McRae presented the drawings illustrating the three locations being considered for the bridge. Pemberton Valley Dyking District has indicated the Option B would interfere with their access to the creek for maintenance work. Design criteria included the requirement that the approach to the bridge not be excessively steep and that the bridge meet the 200 year flood requirements. Mr. McRae pointed out that the cost of the bridge deck, at approximately \$300,000, represents less than one third of the project cost. The most costly part of the project is the earthwork necessary to build the bridge to the 200 year flood level.

Mr. McRae informed the Committee that Staff continue to seek alternatives to constructing a new bridge, including upgrades to the existing CN bridge or the bridge on Highway 99.

Staff will begin process of looking for grant funding for the project now that a high-level costing has been completed.

Discussion focused on the high cost of the project and whether viable alternatives exist at a lower cost.

Moved/Seconded

THAT the Committee of the Whole receives the Pemberton Creek Pedestrian Bridge Update for information.

CARRIED

6. ADJOURNMENT

Moved/Seconded

THAT the July 12, 2022 Committee of Whole meeting be adjourned.

CARRIED

The Committee of the Whole meeting was adjourned at 3:50pm.

Mike Richman, Mayor

Sheena Fraser, Corporate Officer

Date: Tuesday, September 20, 2022
To: Elizabeth Tracy, Chief Administrative Officer
From: Gwendolyn Kennedy, Legislative Assistant
Subject: Draft Electronic and Hybrid Meetings Policy

PURPOSE

The purpose of this report is to seek input from the Committee of the Whole regarding a draft policy proposed to guide the use of electronic and hybrid meetings of Council, Council committees and public hearings.

BACKGROUND

In response to electronic meeting rules brought into effect by *Bill 10, Municipal Affairs Statutes Amendments Act*, extending to municipalities permanent authority to conduct regular and committee meetings electronically, Council adopted Council Procedure Amendment (Electronic Meetings) Bylaw No. 909, 2021 at Special Council Meeting No. 1548 held October 21, 2021. The bylaw sets out that regular council, special council, and committee meetings may be held by electronic or other communication facilities if the Mayor deems it advisable, or if it is necessitated by a health, safety, or environmental emergency or urgent Village business, and removes the restriction that previously limited the number of meetings a member of council could attend by electronic means to four (4) in a calendar year.

At the Committee of the Whole Meeting No. 228, held Tuesday, April 26, 2022, Staff presented a report summarizing the use of electronic and hybrid meeting formats since adoption of the bylaw amendment (**Appendix A**) and sought the Committee's direction regarding development of a policy to guide the use of these formats. At the Regular Council Meeting No. 1561, held Tuesday, May 17, 2022, Council passed the following resolution:

Moved/Seconded

THAT the development of an electronic meetings policy be deferred to a future meeting to allow more time for use of the new system.

CARRIED

This report is a follow-up to the discussion initiated in the spring and offers the Committee the opportunity to consider a policy regarding the future use of electronic and hybrid meeting formats.

DISCUSSION & COMMENTS

Use of Hybrid and Electronic Meeting Formats, November - July

Table 1 lists council and committee meetings by meeting format since the adoption of Bylaw No. 909, 2021 and notes the number of members attending electronically at each meeting.

Table 1. Councillor attendance at council and council committee meetings since October 21, 2021

Date	Meeting No.	Format	Electronic Attendance
November 2, 2021	Regular Council Meeting No. 1549	Hybrid	2
November 2, 2021	Committee of the Whole Meeting No. 220	Hybrid	3
November 16, 2021	Regular Council Meeting No. 1550	Hybrid	1
December 7, 2021	Regular Council Meeting No. 1551	Hybrid	2
December 7, 2021	Committee of the Whole Meeting No. 221	Hybrid	2
December 17, 2021	Special Council Meeting No. 1552	Hybrid	3
January 18, 2022	Regular Council Meeting No. 1553	Electronic	All
January 18, 2022	Committee of the Whole Meeting No. 222	Electronic	All
February 1, 2022	Regular Council Meeting No. 1554	Electronic	All
February 1, 2022	Committee of the Whole Meeting No. 223	Electronic	All
February 15, 2022	Regular Council Meeting No. 1555	Electronic	All
February 22, 2022	Committee of the Whole Meeting No. 224	Electronic	All
March 1, 2022	Special Council Meeting No. 1556	Electronic	All
March 1, 2022	Committee of the Whole Meeting No. 225	Electronic	All
March 8, 2022	Regular Council Meeting No. 1557	Electronic	All
March 8, 2022	Committee of the Whole Meeting No. 226	Electronic	All
April 5, 2022	Regular Council Meeting No. 1558	Hybrid	0
April 5, 2022	Committee of the Whole Meeting No. 227	Hybrid	0
April 26, 2022	Regular Council Meeting No.	Hybrid	1
April 26, 2022	Committee of the Whole Meeting No. 228	Hybrid	1
May 4, 2022	Special Council Meeting No. 1560	Electronic	All
May 17, 2022	Regular Council Meeting No. 1561	Hybrid	1
May 17, 2022	Committee of the Whole Meeting No. 229	Hybrid	1
May 19, 2022	Special Council Meeting No. 1562	Electronic	All
June 7, 2022	Regular Council Meeting No. 1563	Hybrid	0
June 7, 2022	Committee of the Whole Meeting No. 230	Hybrid	1
June 21, 2022	Regular Council Meeting No. 1564	Hybrid	0
June 21, 2022	Committee of the Whole Meeting No. 231	Hybrid	0
July 12, 2022	Regular Council Meeting No. 1565	Hybrid	2
July 12, 2022	Committee of the Whole Meeting No. 232	Hybrid	2

Of the 30 meetings held between October 21, 2021 and July 12, 2022, 12 were held exclusively by electronic means and 18 were conducted in a hybrid format combining in-person and Zoom attendance. In alignment with Council Procedure Bylaw No. 788, 2015, the fully electronic meeting format was used when necessitated by COVID-19 restrictions between January and March and for the two special meetings of Council. All councillors attended in person at five of the hybrid meetings, and between two and four attended in person at each of the remaining hybrid meetings.

Policy Considerations

In anticipation of municipalities seeking guidance regarding the implementation of the electronic meeting regulations of Bill 10, the Province released a document to assist elected and appointed officials in developing a framework for use of electronic meeting formats, titled [Guidance for Adapting to the New Electronic Meetings Framework](#). In this document, the Province recommends

that municipalities consider establishing a policy to guide the use of electronic meeting formats, including in the policy details of electronic meeting procedures that do not form part of the bylaw.

Staff have drafted a policy, attached as **Appendix B**, that sets out a framework for electronic and hybrid meetings. The policy formalizes conventions that have been in place since the Village began using electronic and hybrid meeting formats, setting out attendance and public notice requirements, providing information on electronic participation by the public and delegations, and establishing how technical difficulties, conflict of interest, and closed meetings will be managed.

The draft policy establishes that, if technical difficulties prevent the video conferencing platform from functioning, or if quorum is lost due to technical difficulties, the Chair may call a recess of up to one hour or may decide to immediately adjourn or reschedule the meeting. This will be the Chair's decision and will depend on the nature of the technical issues affecting the meeting, the business to be considered, the presence of delegations and members of the public, and other pertinent factors. If the electronic meeting platform and quorum are not restored within the recess, the Chair will adjourn and reschedule the meeting.

The draft policy does not include any restrictions on the use of the electronic meeting format beyond those set out in Council Procedure Bylaw No. 788, 2015, nor does it impose limits on the number of meetings that a member may attend electronically. It does, however, include the requirement that members inform the Corporate Officer at least six (6) days in advance if they will attend a hybrid meeting electronically. The six day notice has been included to allow time to meet legislated public notice requirements should the meeting be changed to a fully electronic format and to provide staff time to set up the links and send out meeting invitations to Council. The Committee may stipulate additional restrictions to be added to the policy before it is presented to Council for review.

The draft policy sets out the essential procedural steps for electronic and hybrid meetings, including steps for opening the meeting, voting, and moving in camera.

COMMUNICATIONS

There are no communications considerations.

LEGAL CONSIDERATIONS

There are no legal, legislative, or regulatory considerations.

IMPACT ON BUDGET & STAFFING

Preparation of this report falls within the regular duties of the Corporate & Legislative Services department and has no impact on the budget or staff hours.

INTERDEPARTMENTAL IMPACT & APPROVAL

Neither this report nor the establishment of an electronic and hybrid meetings policy will have an impact on other departments.

COMMUNITY CLIMATE ACTION PLAN

This matter has no implications for the Community Climate Action Plan strategies.

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

This initiative has no impact on other jurisdictions.

ALTERNATIVE OPTIONS

There are no alternative options for consideration.

RECOMMENDATIONS

THAT the Committee of the Whole provides input on the draft Electronic and Hybrid Meetings policy.

ATTACHMENTS:

Appendix A: Report to Committee of the Whole, April 26, 2022

Appendix B: Draft Electronic and Hybrid Meetings Policy

Prepared by:	Gwendolyn Kennedy, Legislative Assistant
Manager Approval:	Sheena Fraser, Manager, Corporate & Legislative Services
CAO Approval by:	Elizabeth Tracy, Chief Administrative Officer

Date: Tuesday, April 26, 2022

To: Sheena Fraser, Acting Chief Administrative Officer

From: Gwendolyn Kennedy, Acting Manager of Corporate & Legislative Services

Subject: Electronic Meetings Review

PURPOSE

The purpose of this report is to present to Council a review of electronic and hybrid meetings held over the past six months for consideration of developing a policy to guide the future use of these meeting formats.

BACKGROUND

At Regular Council Meeting No. 1545, held September 21, 2021, Council considered the new electronic meetings rules to come into effect on September 29, 2021, under *Bill 10, Municipal Affairs Statutes Amendments Act*, that would provide permanent authority to municipalities to conduct regular and committee meetings electronically, and passed the following resolution:

Moved/Seconded

THAT Staff be directed to prepare a draft procedure bylaw in which council and staff may attend unlimited number of meetings by electronic means; and that upon adoption the new procedures bylaw be brought back for review in six months.

CARRIED

Subsequently, [Council Procedure Amendment \(Electronic Meetings\) Bylaw No. 909, 2021](#), was adopted at Special Council Meeting No. 1548, held October 21, 2021. Reflecting Council's decision to postpone establishing detailed procedures regarding electronic and hybrid meeting formats until the new formats have been more thoroughly tested, the bylaw establishes no requirements beyond the legislated requirements of public notice of the meeting format and establishment of the conditions under which a meeting may be held by electronic means. The bylaw sets out that regular council, special council, and committee meetings may be held by electronic or other communication facilities if the Mayor deems it advisable, or if it is necessitated by a health, safety, or environmental emergency or urgent Village business, and removes the restriction that previously limited the number of meetings a councillor could attend by electronic means to four (4) in a calendar year.

In anticipation of municipalities seeking guidance regarding the implementation of the electronic meeting regulations of Bill 10, the Province released a document to assist elected and appointed officials in developing a framework for use of electronic meeting formats, titled [Guidance for Adapting to the New Electronic Meetings Framework](#). In this document, the Province recommends that municipalities consider establishing a policy to guide the use of electronic meeting formats, including in the policy details of electronic meeting procedures that do not form part of the bylaw.

Discussion took place at Committee of the Whole Meeting No. 218, held on September 21st, regarding the possibility of setting out in the bylaw or in a policy, attendance requirements that would establish that councillors must attend a minimum number of meetings in person. It was decided, however, not to set limits on electronic meeting attendance at this time but to reconsider establishing such a policy in the future.

DISCUSSION & COMMENTS

At the time of adoption of Bylaw No. 909, 2021, there was an expectation that future meetings would be held primarily in person with some councillors, staff, delegations, and members of the public attending remotely, depending on individual circumstances. Staff and Council expected the six months following adoption of the amendment bylaw to provide sufficient information to permit Council to determine the elements that should be included in a policy guiding meeting formats. However, in late December the arrival of the Omicron variant of COVID-19 interrupted the resumption of in-person meetings. As such, a review of meetings held over the past six months provides only limited information to guide development of an electronic meetings policy.

The meetings held on April 5th represent the first test of the hybrid meeting format using the new camera system installed in Council Chambers. All councillors, staff, and one delegation attended and presented reports in person, and two delegations presented from a remote location via Zoom webinar. The meeting was attended by two members of the public in person and another six joined by Zoom. While the system functioned as well as expected, staff are seeking ways to enhance the experience for those participating in person, as the current room layout does not permit those seated in the gallery to view the wall-mounted monitors.

Table 1 lists council and committee meetings by meeting format since the adoption of Bylaw No. 909, 2021 and notes the number of members attending electronically at each meeting. Of the 18 meetings held since October 21, 2021, eight have been held in person with some participants attending by electronic means (“hybrid” format). Electronic attendance has ranged from one to three councillors at each meeting, except for the April 5th meetings, which saw all councillors attending in person.

Table 1. Councillor attendance at council and council committee meetings since October 21, 2021

Date	Meeting No.	Format	Electronic Attendance
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December 7, 2021	Regular Council Meeting No. 1551	Hybrid	2
December 7, 2021	Committee of the Whole Meeting No. 221	Hybrid	2
December 17, 2021	Special Council Meeting No. 1552	Hybrid	3
January 18, 2022	Regular Council Meeting No. 1553	Electronic	All
January 18, 2022	Committee of the Whole Meeting No. 222	Electronic	All
February 1, 2022	Regular Council Meeting No. 1554	Electronic	All
February 1, 2022	Committee of the Whole Meeting No. 223	Electronic	All
February 15, 2022	Regular Council Meeting No. 1555	Electronic	All
February 22, 2022	Committee of the Whole Meeting No. 224	Electronic	All
March 1, 2022	Special Council Meeting No. 1556	Electronic	All

Date	Meeting No.	Format	Electronic Attendance
March 1, 2022	Committee of the Whole Meeting No. 225	Electronic	All
March 8, 2022	Regular Council Meeting No. 1557	Electronic	All
March 8, 2022	Committee of the Whole Meeting No. 226	Electronic	All
April 5, 2022	Regular Council Meeting No. 1558	Hybrid	0
April 5, 2022	Committee of the Whole Meeting No. 227	Hybrid	0

The Committee may prefer to defer discussion of electronic and hybrid meeting formats a few months to allow time for Council and staff to evaluate the hybrid meeting experience. Alternatively, the Committee may determine to proceed with policy development now, setting minimum in-person attendance requirements and establishing other guidelines for electronic and hybrid meetings. If this is the desired approach, staff will draft a policy reflecting the Committee's direction for review at a future meeting.

COMMUNICATIONS

There are no communications considerations.

LEGAL CONSIDERATIONS

There are no legal, legislative, or regulatory considerations.

IMPACT ON BUDGET & STAFFING

Preparation of this report falls within the regular duties of the Corporate & Legislative Services department and has no impact on the budget or staff hours.

INTERDEPARTMENTAL IMPACT & APPROVAL

Neither this report nor the establishment of an electronic meetings policy will have an impact on other departments.

COMMUNITY CLIMATE ACTION PLAN

This matter has no implications for the Community Climate Action Plan strategies.

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

This initiative has no impact on other jurisdictions.

ALTERNATIVE OPTIONS

Option 1: THAT the Committee of the Whole directs Staff to prepare, for review at a future meeting, a draft electronic meeting policy that sets out the following requirements:

- TBD by the Committee

Option 2: THAT the Committee of the Whole recommends to Council that the development of an electronic meetings policy be deferred to a future meeting to allow more time for use of the new system.

RECOMMENDATIONS

Staff recommend **Option 2**:

THAT the Committee of the Whole recommends to Council that the development of an electronic meetings policy be deferred to a future meeting to allow more time for use of the new system.

ATTACHMENTS:

Prepared by:	Gwendolyn Kennedy, Acting Manager of Corporate & Legislative Services
Acting CAO Approval by:	Sheena Fraser, Acting Chief Administrative Officer

Electronic and Hybrid Meetings Policy

Department:	<u>Council</u>	Policy No.:	<u>COU-012</u>
Sub-department:	<u>Administrative</u>	Created By:	<u>Gwendolyn Kennedy</u>
Approved By:	<u></u>	Amended By:	<u></u>
Approved Date:	<u></u>	Amendment:	<u></u>
Meeting No.:	<u></u>	Meeting No.:	<u></u>

POLICY PURPOSE

The purpose of this policy is to set out a framework to support the use of hybrid and electronic formats for council and committee meetings and public hearings.

REFERENCES

Council Procedure Bylaw No. 788, 2015

[Guidance for Adapting to the New Electronic Meetings Framework.](#)

DEFINITIONS

Hybrid meeting means a meeting or public hearing where some members of council or a committee may participate electronically, by audioconferencing, by videoconferencing, or by telephone.

Electronic meeting means a meeting or public hearing where all members of Council or a committee may participate electronically, by audioconferencing, videoconferencing, or by telephone.

Corporate Officer means the person appointed to this role by Council, or their delegate.

POLICY

This policy applies to regular and special council meetings, council committee meetings, and public hearings.

Pursuant to Council Procedure Bylaw No. 788, 2015, council and committee meetings may be held electronically if the Mayor, or in the absence of the Mayor, the Acting Mayor, determines it is advisable; or if necessitated by a health, safety, or environmental emergency or urgent Village business.

A public hearing may be held in person or by a hybrid or fully electronic format.

Meeting Attendance

1. A councillor, including the Chair, may attend any meeting by electronic means.
2. The Mayor, or in their absence, the Acting Mayor, will chair the meeting.
3. At least one member of Council and one officer of the Village must be present in person at a *hybrid meeting*.

Electronic and Hybrid Meetings Policy

Department:	<u>Council</u>	Policy No.:	<u>COU-012</u>
Sub-department:	<u>Administrative</u>	Created By:	<u>Gwendolyn Kennedy</u>
Approved By:	_____	Amended By:	_____
Approved Date:	_____	Amendment:	_____
Meeting No.:	_____	Meeting No.:	_____

- When voting, councillors are required to state a nay vote; no statement is required for a vote in favour of the motion.
- Council members will ensure that their audio feed is muted except when addressing the meeting.
- Council members will turn off their video and audio feed when leaving the meeting or during a recess of the meeting.
- When Council moves in camera during a regular, special, or committee meeting the *Corporate Officer* will:
 - stop the recording;
 - ensure that no unauthorized persons are present in-person or electronically;
 - move any invited guests to the waiting room until the business for which their attendance is requested is to be addressed;
 - lock the electronic meeting to prevent unauthorized access; and
 - once the meeting is secure with no unauthorized attendees present, inform the Chair that they may proceed with the closed session.
- When Council moves in camera during a regular, special, or committee meeting the Chair will remind participants to ensure that their connection is private and that no one may see their screen or overhear the meeting audio.

Date: Tuesday, September 20, 2022
To: Elizabeth Tracy, Chief Administrative Officer
From: Emily White, HR Coordinator
Subject: Maternity and Parental Leave for Council Members

PURPOSE

The purpose of this report is to seek feedback from the Committee of the Whole regarding parental leave benefits available to councillors.

BACKGROUND

At Regular Council Meeting No. 1563, held Tuesday, June 7th, 2022 Council discussed parental leave benefits available to councillors and requested that Staff present information on what benefits are available and what could be offered.

Moved/Seconded

THAT Council directs Staff to present a report regarding parental leave benefits available to councillors at a future meeting.

CARRIED

On May 25, 2022, Squamish-Lillooet Regional District (SLRD) staff presented a report to the Board seeking direction on the amount of paid leave a municipality appointed director would receive under a parental and maternity leave policy. The Board resolved that Board members would receive up to 6 months maternity or parental leave:

THAT the paid leave provided to Municipal Directors under the proposed SLRD Paid Maternity and Parental Leave for Board Members Policy be up to 6 months, regardless of what has been granted by their municipality if a respective policy is or is not in existence.

Similar policies have been introduced at the Resort Municipality of Whistler (RMOW) in 2014 and District of Squamish (DOS) in 2019 respectively. All three policies can be found attached as appendices A – C.

DISCUSSION & COMMENTS

Eligibility: The three policies from the SLRD, RMOW and DOS grant elected officials who give birth to or adopt a child eligibility for maternity or parental leave benefits. Similarly, elected officials who are the spouse or common law partner of a person giving birth or adopting a child are eligible for parental leave benefits regardless of family status or gender.

Leave provisions: In each of these policies, maternity leave and parental leave are up to six months in duration with full remuneration. Each policy identifies that maternity leave and parental leave may not be combined and will not extend beyond the end of the elected officials' term of office, unless re-elected. An extension to the six months leave entitlement would require a Council motion pursuant to Section 125(7) of the *Community Charter*.

Notice of Leave: The RMOW and DOS require written notice to the Mayor and CAO or Corporate Officer of a maternity or parental leave request at least four weeks in advance of the start of the leave. The SLRD policy does not specify a timeframe for written notice but advises that as much notice as possible be provided.

Participation in Elected Official duties: The policies received vary on this point. The DOS policy allows elected officials to continue engaging in council or committee meetings and lets them reserve the right to participate as an active member of council at any time during their leave. The SLRD and RMOW specify that for the purpose of this leave, an elected official will be absent for the duration and may not participate in committee meetings, public hearings or meetings of other bodies for the duration of the leave. The SLRD further states that the Board or Chair may authorize a temporary appointment to committees or external organizations to other Board members for the duration of the leave.

Other benefits: All three policies identify that elected officials will continue to receive benefits where applicable while on maternity or parental leave.

COMMUNICATIONS

There are no communications considerations.

LEGAL CONSIDERATIONS

There are no provisions that provide direction specifically related to an elected official's remuneration during maternity leave or parental leave within the *Local Government Act* or *Community Charter*.

IMPACT ON BUDGET & STAFFING

Should the direction be to move forward with a comparable policy for the Village of Pemberton there would be no negative impact to budget or staffing.

INTERDEPARTMENTAL IMPACT & APPROVAL

A maternity and parental leave policy will not impact the day-to-day operations of the organization.

COMMUNITY CLIMATE ACTION PLAN

This matter has no impact on the Community Climate Action Plan strategies.

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

A review of this item has no impact on other jurisdictions.

ALTERNATIVE OPTIONS

There are no alternative options for consideration.

RECOMMENDATIONS

THAT the Committee of the Whole provides input on a parental leave policy for elected officials for the Village of Pemberton.

ATTACHMENTS:

- Appendix A:** Resort Municipality of Whistler Policy
- Appendix B:** District of Squamish Policy
- Appendix C:** Squamish-Lillooet Regional District Policy

Prepared by:	Emily White, HR Coordinator
CAO Approval by:	Elizabeth Tracy, Chief Administrative Officer



**RESORT MUNICIPALITY OF WHISTLER
COUNCIL POLICY**

POLICY NUMBER: A-34

ADOPTED: MAY 6, 2014

FAMILY-FRIENDLY POLICY: MATERNITY AND PARENTAL LEAVE

1.0 PURPOSE

In an effort to encourage individuals who are interested in becoming a public elected official and having a child during the term of office to run for municipal council, the RMOW has created this family-friendly policy to ensure that RMOW elected officials are provided with paid time off to coincide with the birth or adoption of a child. This policy enables individuals to recover from childbirth, bond with, and care for their newborn or adopted child, without fear of negative impact on the status of their position of office.

The RMOW recognizes the physical, emotional and psychological demands of both childbirth and adoption, and considers that a period of leave is important for the well-being of both the parent and the child. This policy has been created as an affirmation of the RMOW's commitment to support elected officials both in their decisions to become parents and in their work as elected officials.

2.0 ELIGIBILITY

All elected officials who give birth or adopt a child are eligible for the maternity and parental leave benefits under this leave policy. Elected officials, who are spouses of persons giving birth or adopting a child, are eligible for parental leave benefits under this policy, regardless of family status or gender.

3.0 LEAVE PROVISIONS

3.1 Maternity Leave

Paid maternity leave up to 6 months is available to elected officials who are pregnant or have given birth. Elected officials on paid maternity leave will continue to receive full remuneration.

3.2 Parental Leave

Paid parental leave following the birth or adoption of a child is available to elected officials regardless of family status or gender.

Elected officials are entitled to paid parental leave up to 6 months following the birth or adoption of a child and will continue to receive full remuneration.

Maternity leave and parental leave entitlements will not be combined and shall not exceed a total of 6 months per leave.

4.0 BENEFITS

Should individuals choose to continue their RMOW group health benefit plan, or any other benefits made available by the RMOW, those benefits will continue to be paid by the RMOW during all periods of leave.

5.0 NOTICE

To ensure that the RMOW can make the necessary arrangements to accommodate individuals taking maternity or parental leave, individuals who wish to take a leave must notify the Mayor in writing at least 4 weeks prior to the anticipated commencement of the leave indicating the expected start and end dates of the leave.

Where a medical condition makes it impossible to comply with this notice period, or the date of the adopted child's placement was not foreseeable, the individual should give the Mayor written notice at the earliest possible date.

6.0 LEAVE

For certainty, absence of an elected official pursuant to this policy will be deemed to be absence with the leave of Council for the purposes of Section 110(1)(b) of the *Community Charter*.

Certified Correct:

Shannon Story
Corporate Officer

Policy

POLICY NAME:	Council Maternity and Parental Leave Policy		
APPROVING AUTHORITY:	<input checked="" type="checkbox"/> Legislative (Council approved)	<input type="checkbox"/> Administrative (CAO approved)	
ISSUED BY:	Charlene Pawluk,	DATE APPROVED:	June 4, 2019
(Dept. Name and Dept. Mgr. Name):	Manager of Legislative Services	NEXT REVIEW DATE:	
		DATE LAST AMENDED:	

PURPOSE

In an effort to encourage individuals who are interested in becoming a public elected official and who may wish to give birth or adopt a child during the term of office, the District of Squamish has created a family-friendly policy to ensure that District elected officials are provided with paid time off to coincide with the birth or adoption of a child.

POLICY

The District of Squamish recognizes the physical, emotional and psychological demands of both childbirth and adoption, and considers that a period of leave is important for the well-being of both the parent and the child. This policy has been created to support elected officials in their decision to become parents and in their work as elected officials.

1. Eligibility:

Elected officials who give birth or adopt a child are eligible for the maternity and/or parental leave benefits under this leave policy. Elected officials, who are the spouse/common law partner/co-parent of a person giving birth or adopting a child are eligible for parental leave benefits under this policy, regardless of family status or gender.

2. Leave Provisions:

2.1 Maternity Leave

Paid maternity leave up to six months is available to elected officials who are pregnant or have given birth. Elected officials on paid maternity leave will continue to receive full remuneration.

2.2 Parental Leave

Paid parental leave following the birth or adoption of a child is available to elected officials regardless of family status or gender.

Elected officials are entitled to paid parental leave for up to six months following the birth or adoption of a child and will continue to receive full remuneration.

Maternity leave and parental leave entitlements may not be combined, shall not exceed a total of 6 months per leave and will not extend beyond the end of the elected official's term of office, unless re-elected.

Elected officials may request an extension to the six month leave entitlement, which would require the leave of Council, through a Council motion pursuant to Section 125(7) of the *Community Charter*.

3. Benefits:

Elected officials will continue to receive benefits while on Maternity or Parental leave and those benefits will be paid by the District of Squamish during all periods of leave.

4. Appointments and Designations:

Despite being on Maternity Leave or Parental Leave, an elected official may attend any Council or Committee meeting and reserves the right to participate as an active member of Council at any time during his or her leave.

An elected official on Maternity or Parental leave will maintain and resume all appointments and designations, including Acting Mayor, Committee Chair, and appointments representing the District on outside committees and organizations upon their return.

5. Notice

To ensure that the District of Squamish can make the necessary arrangements to accommodate individuals taking maternity or parental leave, individuals who wish to take a leave must notify the Mayor and/or the Corporate Officer in writing at least four weeks prior to the anticipated commencement of the leave indicating the expected start and end dates of the leave. The notice requirement may be less than four weeks or waived in the event of extraordinary circumstances.

6. Council Leave

For certainty, absence of an elected official pursuant to this policy will be deemed to be absent with the leave of Council for the purposes of Section 125(7) of the *Community Charter*.

RESPONSIBILITY Council
Human Resources Department
Legislative Services

REFERENCES 1. *Community Charter*

DISTRIBUTION Online Policy Library



Direction Request

Paid Maternity and Parental Leave for Board Members Policy – Length of Leave Granted for Municipal Directors

Date of Meeting: Board — May 25, 2022

Request:

The Board to provide direction to staff regarding the amount of paid leave a municipally-appointed Director is to receive under the proposed SLRD Paid Maternity and Parental Leave for Board Members Policy.

Attachments:

- 1 July 28, 2021 Request for Decision Board Report – *Amendment to SLRD Directors Remuneration Bylaw No. 1501-2016 and Approval of Paid Maternity and Parental Leave for Board Members Board Policy No. 27-2021*

Background:

At May 26, 2021 Regular Board meeting, the Board passed the following resolutions:

THAT pursuant to section 204 of the Local Government Act, the Board provides leave to Director Stoner in respect of her absence from Board meetings for the period of July 1, 2021 to December 31, 2021 to facilitate a maternity/parental leave, with coverage, when possible, to be provided by one of the appointed Alternate Directors for the District of Squamish and for clarity, Director Stoner's annual stipend pursuant to Squamish-Lillooet Regional District Directors Remuneration Bylaw No. 1501-2016 continues during her approved leave.

THAT staff research and bring back options for developing a Board maternity and parental leave policy including current legislation requirements and review of related policies in other regional districts and municipalities.

At the July 28, 2021 Regular Board meeting, the Board considered a first draft of the proposed Paid Maternity and Parental Leave for Board Members Board Policy and passed the following resolution:

THAT the Board's feedback be incorporated into the draft Paid Maternity and Parental Leave Policy and then this matter be brought back to a future Board meeting for further consideration.

At the July 28, 2021 Board meeting, there was a discussion about the potential for a misalignment to occur for a municipally-appointed Director depending on the length of leave being provided by the municipality. In other words, while the proposed SLRD policy allows for a maximum of 6 months of paid leave, a Municipal Director could be granted less leave by their respective Municipality.



Direction Request

Paid Maternity and Parental Leave for
Board Members Policy – Length of
Leave Granted for Municipal Directors

After further examining the Policy alignment considerations, staff is seeking direction from the Board on the treatment of Municipal Directors' leave under the proposed Paid Maternity and Parental Leave for Board Members Policy.

Discussion:

While the Board has shown strong support for the adoption of an SLRD Board maternity and parental leave policy, the contemplation of a policy within the regional district context presents complexities in terms of the application and administration of the policy for instances where a Municipal Director wishes to avail of this leave and the leave granted by their municipality does not align with that available under the Regional District's policy. There are four member municipalities that have representation on the SLRD Board. Currently, two of the four member municipalities (District of Squamish and Resort Municipality of Whistler) have a respective Council Maternity/Parental Leave policy that allows up to 6 months of leave. There is the potential for misalignment issues in the following scenarios (e.g. For those member municipalities currently without a policy such as Village of Pemberton and District of Lillooet):

- 1) where the municipality grants an amount of leave that is less than what is granted under the SLRD's policy; or
- 2) where the municipality declines the leave.

Under the above scenarios, and under the current language in SLRD's proposed policy which states:

5. *A Municipal Director is eligible for up to 6 months of paid leave or until the end of their municipal appointment, whichever is the shorter time period.;*

the Municipal Director would be eligible to take 6 months of paid leave and be absent from the duties of the Regional District Board, but would be present for their Councillor duties at their respective municipality. In these scenarios, the municipality would need to assign an alternate director, which may be problematic if there are issues in meeting quorum. Quorum considerations may impact a municipality's decision to grant the leave.

To address these misalignment issues, one approach is to align the treatment of the leave with the Municipal Director's respective municipality, by updating Section 5 of the proposed policy with a provision that provides for paid leave that is equal to the amount of leave granted by their municipality. One difficulty with this approach would be the inequitable application of the paid maternity leave benefit – where under the SLRD's policy, some Municipal Directors are provided 6 months of paid leave, and others are provided with less due to their municipality granting less.

While the SLRD is committed to collaborating with member municipalities and reviewing and ensuring that policies and practices are consistent where possible, Regional Districts are distinct local government entities that have the right to establish their own policies. The other approach



Direction Request

Paid Maternity and Parental Leave for
Board Members Policy – Length of
Leave Granted for Municipal Directors

is for the SLRD to provide Municipal Directors with 6 months of paid leave, regardless of what's been granted by their Municipality. In this approach, subject to their appointment as a Municipal Director remaining in place and subject to not being disqualified from holding office as a municipal councillor, a Municipal Director whose respective municipality does not have a maternity and parental leave policy place, or has declined to grant leave from their respective Councillor role, will receive up to 6 months of paid leave from the SLRD. In this scenario the length of paid leave provided by the SLRD may be greater than that granted by their municipality – and in this scenario, the Municipal Director's Alternate Director would attend and be remunerated on a per meeting basis as per the Directors Remuneration Bylaw during the Municipal Director's paid absence.

UBCM Resolution

For the Board's further reference, the SLRD submitted the following resolution at the Union of British Columbia Municipalities (UBCM) Annual Convention in September 2021:

Whereas the Local Government Act and Community Charter do not provide maternity and parental leave rights to elected officials;

And whereas the absence of maternity and parental leave for local elected officials specifically disadvantages young and female candidates running for office and, hence, is a systemic barrier to attracting more diverse and representative candidates to local government:

Therefore, be it resolved that prior to the next local government elections in 2022, UBCM work with the Ministry of Municipal Affairs and the Gender Equity Office to amend the Local Government Act and the Community Charter to establish common minimum entitlements for maternity and parental leave for elected officials in BC following the birth or adoption of a child, but allows flexibility for local governments to exceed said minimum entitlements should they choose to.

This resolution as presented was endorsed at the UBCM Annual Convention. Staff is not aware of any response by the Province at this time to this endorsed UBCM resolution.

Options

- (1) The Board confirms that paid leave provided to Municipal Directors under the proposed SLRD Paid Maternity and Parental Leave for Board Members Policy be equal to the amount of paid leave granted by their municipality



Direction Request

Paid Maternity and Parental Leave for
Board Members Policy – Length of
Leave Granted for Municipal Directors

- (2) The Board confirms that paid leave provided to Municipal Directors under the proposed SLRD Paid Maternity and Parental Leave for Board Members Policy be up to 6 months, regardless of what's been granted by their Municipality if a respective policy is or isn't in existence.
- (3) Other direction as provided by the Board.

Follow Up Action:

Staff will incorporate the Board's feedback and make the necessary revisions to the Paid Maternity and Parental Leave for Board Members Policy and bring back the Policy and the Squamish-Lillooet Regional District Directors Remuneration Bylaw No. 1501-2016, Amendment Bylaw No. 1725-2022 for adoption at a future Board meeting.

Submitted by: Monica Halitzki, Human Resources Manager

Reviewed and approved by: Craig Dalton, Chief Administrative Officer



Amendment to SLRD Directors Remuneration
Bylaw No. 1501-2016
and
Approval of Paid Maternity and Parental Leave
for Board Members Board Policy No. 27-2021

Date of Board Meeting: July 28, 2021

Recommendations

THAT Bylaw No. 1725-2021 cited as “Squamish-Lillooet Regional District Directors Remuneration Bylaw No. 1501-2016, Amendment Bylaw No. 1725-2021” be read a first, second and third time.

THAT Bylaw No. 1725-2021 cited as “Squamish-Lillooet Regional District Directors Remuneration Bylaw No. 1501-2016, Amendment Bylaw No. 1725-2021” be adopted.

THAT the Board approve Paid Maternity and Parental Leave for Board Members Board Policy No. 27-2021.

Attachments

- 1 *Proposed* Squamish-Lillooet Regional District Directors Remuneration Bylaw No. 1501-2016, Amendment Bylaw No. 1725-2021;
- 2 Directors Remuneration Bylaw No. 1501-2016 (*CONSOLIDATED FOR CONVENIENCE ONLY* version – proposed changes are highlighted in yellow);
and
- 3 *Proposed* Paid Maternity and Parental Leave for Board Members Board Policy No 27-2021.

Background

At the Board meeting on May 26, 2021, the Board passed the following resolutions:

THAT pursuant to section 204 of the Local Government Act, the Board provides leave to Director Stoner in respect of her absence from Board meetings for the period of July 1, 2021 to December 31, 2021 to facilitate a maternity/parental leave, with coverage, when possible, to be provided by one of the appointed Alternate Directors for the District of Squamish and for clarity, Director Stoner’s annual stipend pursuant to Squamish-Lillooet Regional District Directors Remuneration Bylaw No. 1501-2016 continues during her approved leave.

THAT staff research and bring back options for developing a Board maternity and parental leave policy including current legislation requirements and review of related policies in other regional districts and municipalities.



Request for Decision

Amendment to SLRD Directors Remuneration
Bylaw No. 1501-2016

and

Approval of Paid Maternity and Parental Leave
for Board Members Board Policy No. 27-2021

Upon review of the applicable provisions in the *Local Government Act*, there are no provisions that provide direction specifically related to an elected official's remuneration during maternity leave or parental leave. In addition, there is a clause that disqualifies a Board Member who is, without leave of the Board, absent for 4 consecutive regularly scheduled Board meetings.

The SLRD Directors Remuneration Bylaw No. 1501-2016 is silent on the continuation of the annual indemnity during a Board approved leave of absence.

Discussion

Further to the Director's Report (Director Stoner) from the May 26, 2021 Board meeting that support the creation of a maternity and parental leave policy, the UBCM's *Council & Board Remuneration Guide* states the following as it relates to the evolving range of benefits provided to local elected officials:

Some other local governments, however, may be under pressure to provide some form of parental leave, RRSP contributions, education allowances, and other benefits that prospective candidates for election receive in their existing careers. In the coming years, the number of local governments that will need to consider these types of benefits is likely to increase. And, to the extent that failure to provide them creates barriers to participation, local governments may need to consider taking action.

Staff propose an amendment to the Squamish-Lillooet Regional District Directors Remuneration Bylaw No. 1501-2016 (Attachment 1) and the approval of a Paid Board Maternity and Parental Leave policy (Attachment 3).

Other Considerations — Regional Districts

After conducting a jurisdictional scan, staff found that there are no other Regional Districts in BC that have a formal Board policy pertaining to Board Members taking maternity and parental leave. Several BC municipalities however, do have or are proposing such policies (District of Squamish, Resort Municipality of Whistler, District of Sooke, District of Saanich).

The appointments of Municipal Directors to the Board are at the pleasure of their respective municipal councils, and new appointments can be made by the municipal council at any time. Accordingly, the proposed Board policy contemplates what would happen in the event of a municipal council appointing a new director during maternity or parental leave. In this situation, remuneration would end in accordance with the terms of the new municipal appointment. This is addressed in sections 5 and 6 of the proposed Paid Maternity and Parental Leave for Board Members Board Policy No. 27-2021 (Attachment 3).



Request for Decision

Amendment to SLRD Directors Remuneration
Bylaw No. 1501-2016
and
Approval of Paid Maternity and Parental Leave
for Board Members Board Policy No. 27-2021

Other Considerations — Annual Stipend

The SLRD Directors Remuneration Bylaw No. 1501 <https://slrd.civicweb.net/document/113986> (section 13) stipulates the following:

ABSENCE BY DIRECTOR FOR THREE CONSECUTIVE BOARD MEETINGS

13. Notwithstanding any other section of this bylaw, if a Director is absent for three consecutive meetings of the Regional Board without the leave of the Regional Board, the Regional District shall suspend payment to that Director of the following:

- (a) the annual stipend pursuant to section 4 or section 5 of this bylaw; and*
 - (b) the annual indemnity pursuant to section 6, section 7 and section 8 of this bylaw (if applicable),*
- which shall be effective the day following the date of such third consecutive meeting of the Regional Board.*

With the proposed bylaw amendment, the Director would continue to receive payment of the stipend and, if applicable, benefits. With the proposed Board Policy, the entitlement to maternity or parental leave would be automatic (i.e. until the Policy is revised or rescinded).

Financial Implications

While the Board Member is on paid maternity or parental leave for up to 6 months (i.e. receiving the annual stipend and, if applicable, benefits), there will be additional costs associated with paying the Alternate Director who steps in during the Board Member's leave. These additional costs will depend on the committees (if any) in respect of which the Alternate Director is involved. Additional cost estimates are as follows:

	Based on 4 meetings per month	Based on 2 meetings per month
2021 Alternate Director Rate	\$197.00 /meeting (over 2 hours)	\$197.00 /meeting (over 2 hours)
Estimated cost per month	\$788.00	\$394.00
Estimated cost over 6 months	\$4,728.00	\$2,364.00

These costs would be in addition to the Board Member's continued annual stipend, which would continue on a pro-rated basis under the proposed Bylaw Amendment and Paid Maternity and Parental Leave for Board Members policy.

Benefits present another cost for consideration. Directors have the option to participate in the SLRD's extended health & dental benefits program. For Directors, benefits would continue under the proposed Board Maternity and Parental Leave policy if the Director is already participating in them at the time of going on leave. Extended health & dental benefit premiums



Request for Decision

Amendment to SLRD Directors Remuneration
Bylaw No. 1501-2016
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are cost shared 50/50 between the SLRD and the Director. Under the proposed Board policy, benefits would continue during maternity and parental leave.

The proposed Board Policy also contains a section that addresses what would happen if there is a local government general election that happens to cut short a Board Member's maternity or parental leave.

Response Options

1. **(PREFERRED)** Approve the Recommendations as presented above.
2. Refer the proposed bylaw amendment and Board policy back to staff with comments or direction.
3. Other as per Board direction.

Submitted by:	Monica Halitzki, Human Resources Manager
Reviewed by:	Suzanne Lafrance, Director of Finance Kristen Clark, Director of Legislative and Corporate Services
Approved by:	Melany Helmer, Chief Administrative Officer

SQUAMISH-LILLOOET REGIONAL DISTRICT BYLAW NO. 1725-2021

**A bylaw to amend Squamish-Lillooet Regional District
Directors Remuneration Bylaw No. 1501-2016**

NOW THEREFORE the Regional Board of the Squamish-Lillooet Regional District in open meeting assembled enacts as follows:

1. This bylaw may be cited for all purposes as “Squamish-Lillooet Regional District Directors Remuneration Bylaw No. 1501-2016, Amendment Bylaw No. 1725-2021”.
2. Squamish-Lillooet Regional District Directors Remuneration Bylaw No. 1501-2016 is hereby amended as follows:
 - (a) In section 13, adding the following words after the words “Notwithstanding any other section of this bylaw”:

“except if section 13A of this bylaw applies”

- (b) After section 13, adding the following heading and two new sections:

ABSENCE BY DIRECTOR DUE TO MATERNITY LEAVE OR PATERNITY LEAVE

- 13A When a Director is on Maternity Leave or Paternity Leave (as such terms are defined in Paid Maternity and Parental Leave for Board Members Board Policy No. 27-2021 or successor/replacement policy), a Director is authorized to be absent for whichever of the following is the shorter time period:
 - (a) up to six consecutive Board meetings; or
 - (b) until the end of the Director’s:
 - (i) elected term, in the case of an Electoral Area Director; or
 - (ii) municipal appointment, in the case of a Municipal Director.
- 13B. Where section 13A applies, the Regional District shall continue payment of the following for the applicable time period as set out in section 13A of this bylaw:
 - (a) annual stipend pursuant to section 4 or section 5 of this bylaw; and
 - (b) if applicable, section 15 of this bylaw.

READ A FIRST TIME this 28th day of JULY, 2021.

READ A SECOND TIME this 28th day of JULY, 2021.

READ A THIRD TIME this 28th day of JULY, 2021.

ADOPTED this 28th day of JULY, 2021.

Jen Ford
Chair

Kristen Clark
Corporate Officer

SQUAMISH-LILLOOET REGIONAL DISTRICT BY-LAW NO. 1501-2016
(*CONSOLIDATED FOR CONVENIENCE ONLY*)

A bylaw to authorize the payment of remuneration and expenses
to Directors and Alternate Directors

WHEREAS it is desirable and prudent to provide for the payment of remuneration and eligible expenses of the Directors and the Alternate Directors of the Squamish-Lillooet Regional District;

NOW THEREFORE the Regional Board of the Squamish-Lillooet Regional District, in open meeting assembled, enacts as follows:

CITATION

1. This bylaw may be cited as "Squamish-Lillooet Regional District Directors Remuneration Bylaw No.1501-2016".

EFFECTIVE DATE

2. This bylaw shall come into force and effect on January 1, 2017.

DEFINITIONS

3. In this bylaw:
 - (a) "**Regional District**" is the Squamish-Lillooet Regional District;
 - (b) "**Regional Board**" is the Squamish-Lillooet Regional District Board in its entirety and does not include standing committees or select committees of the Regional Board;
 - (c) "**Electoral Area Directors Committee**" is one of the standing committees of the Regional Board;
 - (d) "**Electoral Area Director(s)**" is the person elected for each of Electoral Area A, Electoral Area B, Electoral Area C and Electoral Area D to sit on the Regional Board;
 - (e) "**Municipal Director(s)**" is the person appointed by each of the District of Lillooet, the Village of Pemberton, the Resort Municipality of Whistler and the District of Squamish to sit on the Regional Board;
 - (f) "**Director(s)**" is an Electoral Area Director(s) or Municipal Director(s);
 - (g) "**Alternate Director(s)**" is the person officially appointed by:
 - i. an Electoral Area Director when that person is acting in the place of the Electoral Area Director;

- ii. each of the District of Lillooet, the Village of Pemberton, the Resort Municipality of Whistler and the District of Squamish when that person is acting in the place of the Municipal Director

ANNUAL STIPEND FOR ELECTORAL AREA DIRECTORS

- 4. Each Electoral Area Director shall be paid an annual stipend of \$29,143.00. [Amendment Bylaw No. 1606-2018]

ANNUAL STIPEND FOR MUNICIPAL DIRECTORS

- 5. Each Municipal Director shall be paid an annual stipend of \$14,571.00. [Amendment Bylaw No. 1606-2018]

ANNUAL INDEMNITY FOR CHAIR

Chair of Regional Board

- 6. In addition to the annual indemnity under section 7 of this bylaw (if applicable) and in addition to the annual stipend under section 4 or section 5 of this bylaw, the chair of the Regional Board shall be paid an annual indemnity of \$12,501.00. [Amendment Bylaw No. 1606-2018]

Chair of Electoral Area Directors Committee

- 7. In addition to the annual indemnity under section 6 of this bylaw (if applicable) and in addition to the annual stipend under section 4 or section 5 of this bylaw, the chair of the Electoral Area Directors Committee shall be paid an annual indemnity of \$3,270.00. [Amendment Bylaw No. 1606-2018]

ANNUAL INDEMNITY FOR VICE-CHAIR

Vice-Chair of Regional Board

- 8. In addition to the annual indemnity under section 7 of this bylaw (if applicable) and in addition to the annual stipend under section 4 or section 5 of this bylaw, the vice-chair of the Regional Board shall be paid an annual indemnity of \$2,073.00. [Amendment Bylaw No. 1606-2018]

EXPENSES INCURRED BY DIRECTORS

- 9. Where this bylaw provides for reimbursement of expenses and upon submitting a claim in writing, Directors shall be entitled to reimbursement of expenses at the rates prescribed by Schedule “B” of this bylaw.

ALTERNATE DIRECTORS

- 10. Alternate Directors shall be entitled to:

- (a) upon submitting a claim in writing, payment of meeting fees at the rates prescribed by Schedule “A” of this bylaw;

- (b) upon submitting a claim in writing, payment of remuneration for associated travel time at the rates prescribed by Schedule “A” of this bylaw; and
- (c) where this bylaw provides for the reimbursement of expenses and upon submitting a claim in writing, reimbursement of expenses at the rates prescribed by Schedule “B” of this bylaw.

INCIDENTAL EXPENSES

11. Deleted. [Amendment Bylaw No. 1606-2018]

CONSUMER PRICE INDEX ADJUSTMENT

12. With the exception of the calendar year 2017, the following shall be increased annually as of January 1 of each calendar year by the same percentage as the Consumer Price Index, published by Statistics Canada for the Province of British Columbia, for the period January to December of the previous year:
- (a) Annual stipend pursuant to section 4 or section 5 of this bylaw;
 - (b) Annual indemnity pursuant to section 6, section 7 and section 8 of this bylaw; and
 - (c) Meeting fees paid to Alternate Directors at the rates prescribed by Schedule “A” of this bylaw.

ABSENCE BY DIRECTOR FOR THREE CONSECUTIVE BOARD MEETINGS

13. Notwithstanding any other section of this bylaw **except if section 13A of this bylaw applies**, if a Director is absent for three consecutive meetings of the Regional Board without the leave of the Regional Board, the Regional District shall suspend payment to that Director of the following:
- (a) the annual stipend pursuant to section 4 or section 5 of this bylaw; and
 - (b) the annual indemnity pursuant to section 6, section 7 and section 8 of this bylaw (if applicable),

which shall be effective the day following the date of such third consecutive meeting of the Regional Board.

[Amendment Bylaw No. 1725-2021]

ABSENCE BY DIRECTOR DUE TO MATERNITY LEAVE OR PATERNITY LEAVE

13A. When a Director is on Maternity Leave or Paternity Leave (as such terms are defined in Paid Maternity and Parental Leave for Board Members Board Policy No. 27-2021 or successor/replacement policy), a Director is authorized to be absent for whichever of the following is the shorter time period:

- (a) up to six consecutive Board meetings; or

(b) until the end of the Director's:

- (i) elected term, in the case of an Electoral Area Director; or
- (ii) municipal appointment, in the case of a Municipal Director.

13B. Where section 13A applies, the Regional District shall continue payment of the following for the applicable time period as set out in section 13A of this bylaw:

- (a) annual stipend pursuant to section 4 or section 5 of this bylaw; and
- (b) if applicable, section 15 of this bylaw.

[Amendment Bylaw No. 1725-2021]

14. Where section 13 of this bylaw has been invoked in respect of a Director and such Director subsequently attends a meeting of the Regional Board, the Regional District shall reinstate payment of the following:

- (a) the annual stipend pursuant to section 4 or section 5 of this bylaw; and
- (b) the annual indemnity pursuant to section 6, section 7 and section 8 of this bylaw (if applicable),

which shall be effective the day of the first meeting of the Regional Board that such Director attends after his or her absence.

BENEFIT COVERAGE

15. Directors shall be entitled to receive benefit coverage as agreed to from time to time.

SEVERABILITY

16. If any word, phrase, clause, sentence, subsection or section of this bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction, any such word, phrase, clause, sentence, subsection or section shall be severed from the bylaw and the remainder of the bylaw shall be deemed to have been adopted without the severed word, phrase, clause, sentence, subsection or section.

REPEAL

17. Directors Remuneration Bylaw No. 888, 2004 (including all amendments thereto) is hereby repealed as of December 31, 2016.

READ A FIRST TIME this 14th day of December, 2016.

READ A SECOND TIME this 14th day of December, 2016.

READ A THIRD TIME this 14th day of December , 2016.

ADOPTED this 14th day of December , 2016.

“ORIGINAL SIGNED BY”

Jack Crompton
Chair

“ORIGINAL SIGNED BY”

Kristen Clark
Corporate Officer

Directors Remuneration Bylaw No. 1501-2016
(*CONSOLIDATED FOR CONVENIENCE ONLY*)

SCHEDULE "A" – Remuneration of Alternate Directors

Eligible Meetings

1. Meetings that qualify for meeting fees pursuant to section 2 of this Schedule "A" are as follows:
 - (a) regular or special meetings of the Regional Board;
 - (b) meetings of the Committee of the Whole;
 - (c) meetings of the Electoral Area Directors Committee;
 - (d) meetings of Standing Committees of the Regional Board, except for meetings of the Electoral Area Directors Committee;
 - (e) meetings of Select Committees of the Regional Board;
 - (f) Public Hearings of the Regional Board;
 - (g) meetings of external organizations on which the Squamish-Lillooet Regional District has been granted a seat and to which the Alternate Director has been appointed by the Regional Board via resolution;
 - (h) other meetings for which the Alternate Director has specifically been authorized or directed by the Regional Board via resolution to attend to represent the interests of the Regional Board; and
 - (i) conferences, conventions and seminars for which the Alternate Director has been specifically authorized or directed, by the Regional Board via resolution to attend to represent the interests of the Regional Board.

Meeting Fees

2. The meeting fee rates are as follows:
 - (a) Meetings identified in subsections 1(a), (b) and (c) of this Schedule "A":
 - i. If the duration of such meeting is less than 30 minutes: **\$105.00 per meeting** [Amendment Bylaw No. 1606-2018]; or
 - ii. If the duration of such meeting is 30 minutes or longer: **\$185.00 per meeting** [Amendment Bylaw No. 1606-2018].
 - (b) Meetings identified in subsections 1(d) through (i) of this Schedule "A":
 - i. If the duration of such meeting is less than 3 hours: **\$105.00 per meeting** [Amendment Bylaw No. 1606-2018]; or

- ii. If the duration of such meeting is 3 hours or longer: **\$185.00 per meeting [Amendment Bylaw No. 1606-2018]**.
3. For greater clarity, the following rules apply when making determinations regarding the payment of meeting fees:
- (a) The time during which a meeting is recessed for lunch (and other similar breaks) is included in the calculation of the meeting duration;
 - (b) If a meeting of the Regional Board is recessed to the next day, there shall be no additional meeting fee for the resumed portion of the meeting of the Regional Board if the resumed portion of the meeting of the Regional Board is combined with a meeting of the Committee of the Whole on the following day; and
 - (c) The Regional District shall not pay meeting fees if the Alternate Director has received a meeting fee (or other remuneration) from an external organization or any other party.

Time Spent in Transit

- 4. When attending meetings identified in section 1 of this Schedule “A”, Alternate Directors are entitled to remuneration for time spent in transit at the rates established and updated by the Thompson-Nicola Regional District (“TNRD”) from time to time.
- 5. The current rates of the TNRD for time spent in transit are set out in the table below, and such rates shall be deemed to be replaced by each amendment by the TNRD of its time spent in transit rates:

Distance Travelled (Kilometres)	Amount
0 – 29	\$0.00
30 – 59	\$10.00
60 – 89	\$20.00
90 – 119	\$30.00
120 – 149	\$40.00
150 – 179	\$50.00
180 – 209	\$60.00
210 – 239	\$70.00
240 – 269	\$80.00
270 – 299	\$90.00
300 – 329	\$100.00
330 – 359	\$110.00
360 – 389	\$120.00
390 – 419	\$130.00
420 – 449	\$140.00
450 – 479	\$150.00
480 – 509	\$160.00
510 – 539	\$170.00
540 – 569	\$180.00
570 +	\$190.00 MAXIMUM

Claims

6. When submitting claims for meeting fees and time spent in transit, Alternate Directors shall certify that the meeting fees and time spent in transit:
 - (a) qualify for reimbursement in accordance with this Schedule "A";
 - (b) were incurred in accordance with this Schedule "A"; and
 - (c) have not been or will not be reimbursed by any other external organization or party.
7. Alternate Directors shall complete and submit claims for meeting fees and time spent in transit on a monthly basis.
8. Claims for meeting fees and time spent in transit submitted:
 - (a) after January 31st for the previous calendar year; and
 - (b) in any event, more than six (6) months after being incurred;shall not be reimbursed.

Administration

9. For the purposes of reviewing claims submitted pursuant to this Schedule "A", the Chief Administrative Officer of the Regional District shall be the approving authority.

Squamish-Lillooet Regional District Directors Remuneration Bylaw No. 1501-2016
(*CONSOLIDATED FOR CONVENIENCE ONLY*)

SCHEDULE “B” – Eligible Expenses

[Amendment Bylaw No. 1535-2017]

Automatic Authorization for Reimbursement of Eligible Expenses

1. Directors and Alternate Directors are automatically entitled to reimbursement of eligible expenses associated with attendance at the following meetings, and for greater clarity, Directors and Alternate Directors are not required to obtain specific Board authorization in respect of such meetings:
 - (a) Meetings of the Regional District Board or Regional District Committees at which the Director or Alternate Director will be voting;
 - (b) Meetings of Regional District Committees at which the Chair of the Regional District Board is an *ex officio* member; and
 - (c) Meetings of external organizations in respect of which the Director or Alternate Director has been appointed by resolution of the Regional Board to sit as a Regional Board representative.

2. Subject to the parameters of section 5 of this Schedule “B” (i.e. certain expenses are limited to Directors only or Electoral Area Directors only), Directors and Alternate Directors are automatically entitled to reimbursement of the following eligible expenses while on, or associated with, Regional District business:
 - (a) section 5(d) [Transportation on Regional District business (for Electoral Area Directors Only)] of this Schedule “B”;
 - (b) section 5(g) [Applicable charges for long distance telephone/facsimile, high speed internet, and cellphone (Electoral Area Directors only)] of this Schedule “B”;
 - (c) section 5(h) [Dedicated telephone line (Electoral Area Directors only)] of this Schedule “B”;
 - (d) section 5(i) [Satellite phone (Electoral Area A Director only)] of this Schedule “B”;
 - (e) section 5(m) [Electronic Devices (Directors only)] of this Schedule “B”; and
 - (f) section 5(n) [Home office expenses (Electoral Area Directors only)] of this Schedule “B”.

Authorization by the Regional District Board for Reimbursement of Eligible Expenses

3. Except for those eligible expenses as set out in section 1 of this Schedule “B” as having automatic authorization for reimbursement, Directors and Alternate Directors are

otherwise required to obtain specific authorization from the Regional District Board for reimbursement of eligible expenses.

Methods of Reimbursement

4. Subject to authorization being provided via sections 1, 2 or 3 of this Schedule "B", Directors and Alternate Directors are entitled to reimbursement of eligible expenses (as set out in section 5 of this Schedule "B") incurred while on business of the Regional District and may elect to be reimbursed by any of the following methods:
 - (a) Per Diem: Payment of a "per diem" rate in which case receipts do not need to be submitted; and
 - (b) Actual Expenses: Reimbursement of actual expenses incurred in which case receipts do need to be submitted. This method is intended to cover unusual cases when the expenses exceed the "per diem" allowance (i.e. when travelling out of the region).

Eligible Expenses

5. The following are eligible expenses for all Directors and Alternate Directors (unless otherwise noted below):

- (a) Per Diem

For trips lasting more than 24 hours, the "per diem" rate is \$70.00 per day to cover all meals, gratuities, dry cleaning and other miscellaneous costs.

- (b) Meals

Actual costs (receipts required).

In lieu of reimbursement for receipted meals, the following amounts may be claimed:

- Breakfast: \$12.00
- Lunch: \$14.00
- Dinner: \$22.00

- (c) Transportation to meetings and conventions/conferences

Directors and Alternate Directors should use the best method of transportation, keeping in mind the need to minimize time away and also keeping costs to the Regional District at a minimum.

By air: Actual cost of economy air fare (receipts required).

Actual costs of airport transfers (i.e. airport limousine or taxi) (receipts required).

By car: Actual costs for tolls (ferry and/or highway tolls) (receipts required).

Mileage as follows:

- Paved Roads: At the current rate published by the Canada Revenue Agency Automobile Allowance Rates as amended from time to time (using the rate for the first 5,000 kilometres driven); and
- Unpaved Roads: At the current rate published by the Canada Revenue Agency Automobile Allowance Rates as amended from time to time (using the rate for the first 5,000 kilometres driven), multiplied by 150%.

(d) Transportation on Regional District business (for Electoral Area Directors Only)

Electoral Area Directors are entitled to their mileage for round-trips driven on Regional District business in excess of 80 kilometres with mileage paid based on the rates as noted in section 2(c) of this Schedule "B".

(e) Parking

Actual costs (receipts required).

(f) Accommodation

- For hotels, actual cost of room at Government rate (receipts required).
- For accommodation in a private residence, \$40.00 per night.

(g) Applicable charges for long distance telephone/facsimile, high speed internet, and cellphone (Electoral Area Directors only)

- For long distance telephone (or facsimile): Actual costs (receipts required).
- For high speed internet and cell phone: Actual costs based on the Electoral Area Director's reasonably estimated percentage of usage for Regional District business (receipts required).

(h) Dedicated telephone line (Electoral Area Directors only)

Actual costs of having a dedicated telephone line for Regional District business (receipts required).

(i) Satellite phone (Electoral Area A Director only)

50% of the actual monthly costs of a satellite phone (receipts required).

(j) Hosting

When incurred with respect to Regional District business, actual costs for hosting meals and refreshments with names of persons hosted and organization name indicated (receipts required).

(k) Gratuities

Actual costs (receipts required).

(l) Photocopying

Actual costs (receipts required).

(m) Electronic Devices (Directors only)

Actual costs for one (1) electronic device for use by the Director for Regional District business for each four (4) year term. Such electronic device may be a desktop computer, notebook computer or tablet and shall comply with the operating requirements of the current replacement configuration in use for replacement computers in the Regional District office.

The Regional District will not provide any other equipment for Director's corporate use. Exceptions will be considered by the Regional Board on a case by case basis, where connectivity to the internet is an issue and alternative technology/equipment such as fax machines is an appropriate complement to this policy.

The following rules apply in respect of electronic devices:

- i. The electronic device is connected to the elected/appointed office and not the individual fulfilling that office and remains the property of the Regional District unless purchased by the Director in accordance with subsection 2(m)(v) of this Schedule "B".
- ii. The electronic device shall be configured with the following software (or current equivalent at time of purchase):
 - (A) Basic Microsoft office suite (MSWord, Excel, PowerPoint);
 - (B) Adobe reader;
 - (C) Anti-virus protection; and
 - (D) For tablets, appropriate and reasonable applications.
- iii. An electronic device is eligible for upgrade every four years (i.e. an election cycle).
- iv. Budgeting for electronic devices is based upon the election cycle, with provision for equipment in the year of each local government general election so that funds are available for equipping incoming Directors.
- v. A Director may purchase his or her particular (used) electronic device at the end of his or her four-year term for the depreciated value as estimated using the current market value.

vii. Directors wishing to upgrade electronic devices before the end of four years must pay to the Regional District the prorated value of the cost, calculated by means of the following formula:

- (A) Divide the original purchase price (net of GST and other rebates) by 48;
- (B) Subtract the number of months since the electronic device was purchased from 48;
- (C) The product of multiplying the result of step (A) by the result of step (B), will be the prorated value to be paid by the Director to the Regional District;
- (D) If Directors wish to retain any electronic device being replaced under this provision for personal use, they shall pay an additional amount as set out in subsection 2(m)(v) of this Schedule "B".

(n) Home office expenses (Electoral Area Directors only)

Actual costs for the following items only (receipts required):

- One (1) colour printer per Electoral Area Director for each four (4) year term, such printer to be a model approved by Regional District staff in consultation with the Chief Administrative Officer prior to purchase;
- Reasonable printer supplies, including cartridges and paper, all of which shall be purchased by the Regional District (or approved by Regional District staff in consultation with the Chief Administrative Officer prior to purchase).

The following rules apply in respect of the printer:

- i. The printer is connected to the elected office and not the individual fulfilling that office and remains the property of the Regional District unless purchased by the Director in accordance with subsection 2(n)(iii) of this Schedule "B";
- ii. The printer is eligible for upgrade every four years (i.e. an election cycle);
- iii. A Director may purchase his or her particular (used) printer at the end of his or her four-year term for the depreciated value as estimated using the current market value.

Vehicle Insurance

6. Whether or not Directors and Alternate Directors claim mileage pursuant to this Schedule "B" and notwithstanding that the Regional District carries a Non-Owned Automobile Policy and an Excess Third Party Legal Liability policy, each providing up to \$5,000,000 indemnification, Directors and Alternate Directors using their personal vehicles for Regional District business must:

- (a) maintain a valid BC Driver's License;
- (b) have valid basic insurance coverage; and

- (c) ensure compliance with Part 17 – Transportation of Workers in *Workers Compensation Act, Occupational Health and Safety Regulation, B.C. Reg. 296/97* (as amended).

No Expenses Payable for Spouses/Partners

- 7. There shall be no compensation of expenses for the spouses/partners of Directors or Alternate Directors when spouses/partners accompany Directors or Alternate Directors while on business of the Regional District.

Advances

- 8. If requested by Directors and Alternate Directors and approved by the Chief Administrative Officer, the Regional District shall provide a travel advance.
- 9. If a travel advance in accordance with section 8 of this Schedule “B” has been provided to a Director or Alternate Director, such Director or Alternate Director shall within 30 days of completion of travel:
 - (a) submit receipts in support of the travel advance utilized to the Chief Administrative Officer; and
 - (b) return any unused portion of the travel advance to the Regional District.
- 10. The Regional District shall not make any further travel advances if a Director or Alternate Director has not complied with section 9 of this Schedule “B”.

Claims

- 11. When submitting a claim for eligible expenses, Directors and Alternate Directors shall certify that such expenses:
 - (a) qualify for reimbursement in accordance with this Schedule “B”;
 - (b) were incurred as a result of carrying out Regional District business in accordance with this Schedule “B”; and
 - (c) have not been and will not be reimbursed by any other external organization or party.
- 12. Directors and Alternate Directors shall complete and submit claims for eligible expenses on a monthly basis.
- 13. Claims for eligible expenses submitted:
 - (a) after January 31st for the previous calendar year; and
 - (b) in any event, more than six (6) months after being incurred;
 shall not be reimbursed.

Administration

14. For the purposes of reviewing claims submitted pursuant to this Schedule “B”, the Chief Administrative Officer of the Regional District shall be the approving authority.



Policies & Procedures Manual

Policy No. 27-2021 (BP – Paid Maternity and Parental Leave for Board Members)

Paid Maternity and Parental Leave for Board Members

Date	Version #
July 28, 2021	1

Purpose of Policy

The *Local Government Act* and the *Community Charter* currently do not provide maternity and parental leave rights to local elected officials. The absence of such leave for local elected officials specifically disadvantages young and female candidates running for office and is a systemic barrier to attracting more diverse and representative candidates to local government. The SLRD Board wishes to address this systemic barrier via this policy.

Section 204(2) of the *Local Government Act* allows the Board to provide leave for absences that exceed whichever of the following is the longer time period: (a) 60 consecutive days; or (b) 4 consecutive regularly scheduled board meetings. The Board wishes to provide clarity in respect of maternity and parental leave for Board Members.

Definitions

1. The following definitions apply in respect of this policy:

- “Board Member(s)”:** Electoral Area Director(s) or Municipal Director(s)
- “Electoral Area Director”:** a person elected for each of Electoral Area A, Electoral Area B, Electoral Area C and Electoral Area D to sit on the Regional Board
- “Municipal Director”:** a person appointed by each of the District of Lillooet, the Village of Pemberton, the Resort Municipality of Whistler and the District of Squamish to sit on the Board
- “Maternity Leave”:** leave taken by a parent who is pregnant or has recently given birth to a child. This includes time taken:

 - before the birth (on the advice of the Board Member’s health care provider)
 - during the birth;
 - immediately after the birth to care for the newborn child.

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Policy Name: Paid Maternity and Parental Leave for Board Members	Policy No: 27-2021
Date of Approval: July 28, 2021	Dates of Amendment:
Policies Superseded: N/A	Related Enactments: Squamish-Lillooet Regional District Remuneration Bylaw No. 1501-2016



Policies & Procedures Manual

Policy No. 27-2021 (BP – Paid Maternity and Parental Leave for Board Members)

Paid Maternity and Parental Leave for Board Members

“Parental Leave”: leave taken to take time to care for a newborn child or a newly adopted child.

“Alternate Director”: the person officially appointed by:

- an Electoral Area Director when that person is acting in the place of the Electoral Area Director;
- each of the District of Lillooet, the Village of Pemberton, the Resort Municipality of Whistler and the District of Squamish when that person is acting in the place of the Municipal Director

Eligibility

2. A Board Member who is expecting to give birth, adopt or take parental leave are eligible to take Maternity Leave or Parental Leave under this policy.
3. Absence of a Board Member pursuant to this policy is deemed to be an absence with the leave of the Board for the purposes of section 204(2) of the Local Government Act. For clarity, it is not necessary for a Board Member to bring a formal request to the Board to obtain such leave.

Length of Leave

4. An Electoral Area Director is eligible for up to 6 months of paid leave or until the end of their term, whichever is the shorter time period.
5. A Municipal Director is eligible for up to 6 months of paid leave or until the end of their municipal appointment, whichever is the shorter time period.
6. Maternity Leave and Parental Leave entitlements cannot not be combined (i.e. the maximum is up to 6 months of paid leave or until the end of their term or municipal appointment, which is the shorter time period).
7. Any request for an extension beyond the leave period stipulated in this policy is beyond the scope of this policy. In this situation, the Board Member is required to request leave of the Board pursuant to section 204(2) of the *Local Government Act* and for clarity such request would be in respect of unpaid leave.

Notice of Leave

8. A Board Member intending to take Maternity Leave or Parental Leave is to provide notice in writing to the Board Chair and Chief Administrative Officer with as much notice as possible prior to the

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Policies & Procedures Manual

Policy No. 27-2021 (BP – Paid Maternity and Parental Leave for Board Members)

Paid Maternity and Parental Leave for Board Members

anticipated start date of the leave. The written notice is to include the expected leave start date and expected leave end date. If the Board Member intending to take Maternity Leave or Parental Leave is the Board Chair, then such notice is to be provided to the Board Vice-Chair.

Annual Indemnity

- 9. A Board Member will continue to receive their annual indemnity (as pro-rated) while on leave under this policy. If a Board Member is participating in any benefits as at their leave start date and if possible under the terms of such benefit plan(s), such benefits are to be maintained for the duration of the leave.

Participation and Appointments During Leave

- 10. A Board Member taking Maternity Leave or Parental Leave pursuant to this policy:
 - a) is not to participate in Board or committee meetings, public hearings or meetings of other bodies to which they are appointed; and
 - b) is entitled to resume all appointments upon their return, unless the appointment has expired before their return and a different appointment has been made by the Board or the Chair

Temporary Assignment of Duties

- 11. During a Board Member’s Maternity Leave or Parental Leave, the Board or the Chair, as the case may be, may authorize temporary appointment(s) of the Board Member’s committee or external organization appointments to other Board Member(s) or the applicable Alternate Director.

Transitional

- 12. In the event that:
 - a) a Board Member’s entitlement to Maternity Leave or Parental Leave is less than the maximum 6 month leave due to the timing of a general local government election; and
 - b) the Board Member is re-elected in such general local government election (and in the case of a Municipal Director, is also appointed to the Board by the applicable municipal council), and

the Board Member wishes to continue their Maternity Leave or Parental Leave up to a maximum of 6 months, the Director is to provide notice in writing to the Board Chair and Chief Administrative Officer of this and the expected leave end date.

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