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**REPORT TO ELECTORAL AREAS COMMITTEE  
MEETING OF WEDNESDAY, NOVEMBER 13, 2024**

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**SUBJECT**     **Request to Amend Remuneration for Elected Officials of the Salt Spring Electoral Area**

**ISSUE SUMMARY**

To provide information and recommendations regarding remuneration of elected officials of the Salt Spring Island Electoral Area, and specifically to allocate a portion of the Salt Spring Island (SSI) Electoral Area Director's remuneration to Commissioners of the Salt Spring Island Local Community Commission (LCC).

**BACKGROUND**

The CRD Board has approved a Remuneration Policy ("Policy") for CRD Board Directors and Alternates. The Policy is derived from a remuneration philosophy that recognizes the significant commitment and expectations of a CRD Director, and gross remuneration which is comparable with other organizations. Remuneration is adjusted annually to the cost of living based on the Victoria Consumer Price Index year over year, with a more comprehensive review undertaken every three (3) to five (5) years to ensure alignment with the Board philosophy. The next comprehensive review is scheduled for 2026 and for implementation commensurate with the 2027-2030 Board term.

From time-to-time amendments are made to the Policy for Board consideration. Two recent examples are: the inclusion of remuneration for the SSI LCC in December 2022, which was approved; and, a notice of motion in 2022 to retain Electoral Area Director remuneration at the previous year's level, which was defeated.

The current CRD Board Remuneration Policy, inclusive of the remuneration schedules and philosophy, is in Appendix A.

On October 9, 2024, Director Holman provided a notice of motion, amended by the Board, as follows:

*WHEREAS the newly established Salt Spring Island Local Community Commission (LCC) has now assumed responsibility for the administration of most local Salt Spring services that were formerly the sole responsibility of the local CRD Director;*

*THEREFORE be it resolved that staff report back to the Electoral Areas Committee on the policy options and implications on the remuneration for the Salt Spring Island CRD Director and LCC Commissioners be revised to better reflect the shift in responsibilities, including by reducing the Director's annual remuneration by \$10,000 per year and increasing LCC Commissioner annual remuneration by \$2,500 per year, starting in 2025.*

For Electoral Area Directors, remuneration includes two components:

**Electoral Areas Committee – November 13, 2024**  
**Request to Amend Remuneration for Elected Officials of the Salt Spring Electoral Area 2**

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- 1) a base Director annual stipend which recognizes attendance at all Board meetings and Committee of the Whole meetings plus two Standing Committee commitments (the “Director portion”), with additional remuneration for any additional Board Committee, Chair or Vice-Chair appointments; and
- 2) an additional annual stipend which recognizes all additional responsibilities of the Electoral Area Directors, including appointments to the local area commissions and boards within their Electoral Area (the “Electoral Area portion”).

For the SSI Electoral Area Director in 2024, in addition to fifteen (15) internal Boards/Committee and external Board/Committee appointments, these additional responsibilities include ex-officio responsibilities on the seven (7) local commissions within the SSI Electoral Area and the responsibilities as a member of the SSI Local Community Commission.

The CRD Board has approved remuneration for Directors and the SSI LCC. For 2024 the current base remuneration exclusive of any additional Board Committee, Chair or Vice-Chair appointments is as follows:

- a) for Electoral Area Directors including the SSI Electoral Area Director, excluding any additional Board Committee or Chair/Vice-Chair appointments: \$68,463, which is comprised of \$23,385 for the Director portion and an additional \$45,078 for the Electoral Area portion; and
- b) for SSI LCC Commissioners: \$10,370.

Remuneration for 2025 will be adjusted by provincially announced cost of living increases, in accordance with Board Policy.

**ALTERNATIVES**

*Alternative 1*

The Electoral Areas Committee recommends to the Capital Regional District Board: That the remuneration for the Salt Spring Island Electoral Area Director and Commissioners of the Salt Spring Island Local Community Commission be retained at the current remuneration level, and that this be evaluated in 2026 as scheduled and as part of the regular remuneration review for the 2027-2030 Board term.

*Alternative 2*

The Electoral Areas Committee recommends to the Capital Regional District Board: That staff be directed to have the remuneration provided to Electoral Area Directors and to Commissioners of the Salt Spring Island Local Community Commission reviewed in 2025 and in advance of the next scheduled remuneration review.

*Alternative 3*

The Electoral Areas Committee recommends to the Capital Regional District Board: That that the remuneration provided to Commissioners of the Salt Spring Island Local Community Commission be amended, and that staff be directed to report back to the CRD Board on a recommendation for approval.

*Alternative 4*

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

**IMPLICATIONS**

*Board Implications*

Alternative 1

This alternative maintains alignment with the approved CRD Board Remuneration Policy, including the established process to review remuneration. The next remuneration review is scheduled for 2026 and for implementation for the 2027-2030 Board term. This review will be conducted by a third-party consultant, and will be based on the Board approved remuneration philosophy in accordance with the Board Remuneration Policy.

Alternative 2

This alternative would have Electoral Area Director and SSI LCC Commissioner remuneration reviewed in 2025 prior to the comprehensive review in 2026. As Director remuneration would be considered, this review would be conducted by a third-party consultant, and will be based on the Board approved remuneration philosophy in accordance with the Board Remuneration Policy. Any recommendations regarding adjustments to remuneration would be presented to the CRD Board for approval.

Alternative 3

This alternative would have remuneration for Commissioners of the SSI LCC reviewed in 2025 prior to the comprehensive review in 2026.

Remuneration for Commissioners of the SSI Local Community Commission was approved by the CRD Board. Remuneration levels were based on the anticipated time required of the SSI LCC. The SSI LCC has been in place for over a year now, and the level of effort to level of remuneration may require a more detailed review. This review may be conducted by staff. Any recommendations regarding adjustments to remuneration for Commissioners of the SSI LCC would be presented to the CRD Board for approval. This alternative would not impact remuneration to Electoral Area Directors.

**Financial Implications**

Alternative 1

There are no financial implications. Remuneration for SSI Electoral Area Director and Commissioners of the SSI LCC, and for any comprehensive remuneration review in 2026, are within the requisition.

Alternative 2

The CRD would be required to engage a third-party consultant, and the costs would be borne by the Electoral Area. If remuneration adjustments were recommended and approved, there would be financial implications to individual members, and specifically the Electoral Area Director(s) and Commissioners of the SSI LCC. Adjustments to budgets may be required.

Alternative 3

The SSI Electoral Area requisition would be amended commensurate with any approved

**Electoral Areas Committee – November 13, 2024**  
**Request to Amend Remuneration for Elected Officials of the Salt Spring Electoral Area 4**

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adjustment to Commissioners of the Local Community Commission. Staff would report back to the Board prior to the final budget review in 2025.

**CONCLUSION**

On October 9, 2024 staff were requested to review the implications of amending the remuneration for elected officials in the Salt Spring Island Electoral Area. The CRD Board has established and approved a Remuneration Policy for CRD Board Directors and Alternates, and which is based on a longstanding philosophy that recognizes the significant commitment and expectations of a CRD Director, and remuneration which is comparable with other organizations. Any amendment to remuneration levels should be done in accordance with the Remuneration Policy and the Board's approved philosophy, and be aligned with the review schedule.

**RECOMMENDATION**

The Electoral Areas Committee recommends to the Capital Regional District Board:  
That the remuneration for the Salt Spring Island Electoral Area Director and Commissioners of the Salt Spring Island Local Community Commission be retained at the current remuneration level, and that this be evaluated in 2026 as scheduled and as part of the regular remuneration review for the 2027-2030 Board term.

Submitted by:	Chris Neilson, MBA, CPHR, Senior Manager Human Resources & Corporate Safety
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer, GM Finance & IT
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

**ATTACHMENT(S)**

Appendix A: Board Remuneration and Travel Expense Reimbursement Policy (BRD03), with Appendices