



*building communities together*

## **2019 Business Plan Areas A – L Administration - All**

*John MacLean, Chief Administrative Officer*

***Working in partnership with communities, large and small, to make the Cariboo Chilcotin a socially, economically and environmentally desirable region to live, work and play.***

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### **Department/Function Services**

In 2007, the Board resolved to establish an administration function for each electoral area. The authority to establish these functions is Section 338(2)(b) of the *Local Government Act*.

The functions have been established to cover the costs of additional travel for special interest initiatives and individual Director's development unique to their electoral area. In 2016, Electoral Area Administration policy was reviewed and revised, resulting in the following definitions and requirements:

### **Area Administration**

#### **Director Initiative Funds**

**Director Initiative funds are discretionary funds to be used on a limited basis for:**

- the cost for a Director's attendance at seminars/workshops associated with development as an elected official other than training offered by NCLGA and UBCM or specifically contained in the Board's Electoral Area Administration budget;
- the cost for a Director to conduct meetings within their Electoral Area on topics of interest to their constituents provided those topics are not inconsistent with established Board policies or decisions;
- the cost of a Director's additional travel outside of the region for special initiatives of importance to their electoral area. An example of such travel would be to meet with provincial or federal ministers with respect to an issue, provided that the matters is not contrary to established Board policies or decisions; and

- the cost of Long Service Recognition for CRD Commissioners including:
  - the purchase of a retirement gift as a long service award to members of CRD Commissions who have served a minimum of 5 years,
  - hosting of a luncheon or similar venue to present long service awards.

**Ineligible projects include:**

- attending general interest seminars, workshops or conferences unrelated to the business of the Cariboo Regional District;
- hosting special events such as community luncheons, dinners, barbeques, etc.;
- advertising, mail-outs or other media except as related to conducting a meeting approved in accordance with the above guidelines; and
- providing funds, gifts, or favours to third parties.

**Process:**

- Directors may request a requisition in any fiscal year for the Director Initiative Fund;
- Funds may be accumulated from year to year provided that the annual allocation for the Director Initiative Fund does not exceed \$5,000;
- Requests to access the Director Initiative Fund must be submitted in writing for inclusion on a Board agenda in accordance with the Procedure Bylaw;
- Staff will prepare the appropriate report and will identify whether or not the request meets the conditions of the policy;
- Verbal requests to access the Director Initiative Fund will not be considered;
- Funds can only be expended with the approval of 2/3<sup>rd</sup> of the Board.

Each Electoral Area is taxed separately based on the amount requested by individual Directors on the basis of assessed value of land and improvements. The purpose of this function is to address director initiatives relevant to the individual Electoral Areas.

As each area administration has only one stakeholder, and the *Local Government Act* requires more than one vote, the entire Board is responsible for the governance of this service.

**Business Plan Goals, Rationale & Strategies**

**2019 Goal**

**Goal:** Allocate funds based on initiatives as identified by the Area Director.

**Rationale:** The CRD policy outlines the approval process and factors to be considered in expending director initiative funds.

**Strategy:** All director initiative fund requests must be presented to the Board for approval.

### **Overall Financial Impact**

2019 taxation is based on the amount determined by the Area Director, not to exceed a total fund of \$5,000. At this time, final Director Initiative Fund expenditures for 2019 are not finalized; 2019 tax requisitions are expected to be in line with amounts taxed in 2018.

### **Significant Issues & Trends**

None.