



**Date:** 27/11/2018

## **AGENDA ITEM SUMMARY**

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**To:** Chair and Directors, Cariboo Regional District Board

**And To:** John MacLean, Chief Administrative Officer

**From:** Alice Johnston, Manager of Corporate Services/Deputy CAO

**Date of Meeting:** Cariboo Regional District Board\_Dec07\_2018

**File:** 1840-02

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### **Short Summary:**

Electoral Area J Director Initiative Funds – 2019 BC Natural Resources Forum

### **Voting:**

Policy requires 2/3 of Electoral Area Directors in Favour

### **Memorandum:**

Director Kirby has requested up to \$1,800 from the Electoral Area J Director Initiative Fund to attend the 2019 BC Natural Resources Forum in Prince George.

### **Attachments:**

None

### **Financial Implications:**

Sufficient funds exist to accommodate this request.

### **Policy Implications:**

Policy No. 11-11A-12(3) Director Initiative Funds states:

#### **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 matter is not contrary to established Board policies or decisions;
- annual volunteer appreciation events (no staff resources are provided for the organization/planning of such events); and

- the cost of Long Service Recognition for CRD Commissioners including:
  - o the purchase of a retirement gift as a long service award to members of CRD Commissions who have served a minimum of 5 years,
  - o hosting 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. (other than annual volunteer appreciation events);
- 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 2/3rd of the Electoral Area Directors.

(Resolution No. 11-11A-12(3))  
 (Amended by Resolution No. 13-10B-36)  
 (Amended by Resolution No. 2015-8-52)

This request meets the Policy criteria.

**Alignment with Strategic Plan:**

- ☐ Ensuring Sufficient and Sustainable Funding
- ☐ Building on our Relationships
- ☐ Providing Cost Effective High Quality Services
- ☐ Focusing on Being Well Governed

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**CAO Comments:**

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**Options:**

- 1) Receipt and authorize funds as requested;
- 2) Receipt only;
- 3) Receipt and other action.

**Recommendation:**

That the agenda item summary from Alice Johnston, Manager of Corporate Services, Deputy CAO, dated November 27, 2018, regarding a request from Director Kirby to access up to \$1,800 from the Area J Director Initiative Fund to attend the 2019 BC Natural Resources Forum in Prince George from January 22nd – January 24th, 2019, be received. *Further action at the discretion of the Board.*