



**Date:** 12/11/2020

**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\_Dec04\_2020

**File:** 1840-02

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## Short Summary:

Request from Chair Wagner to Access EA H Director Initiative Fund to Purchase Plaques for Retiring Commission Members

## Voting:

Policy requires 2/3rd of Electoral Area Directors in Favour

## Memorandum:

Chair Wagner is requesting up to \$200 from the Electoral Area H Director Initiative Fund to purchase gifts (plaques) for two retiring commission members. This request is hereby brought forward for consideration of the Board.

## Attachments:

None

## Financial Implications:

Sufficient funds exist in the Area H Director Initiative fund 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 intent of the policy.

**Alignment with Strategic Plan:**

- Communication:** Facilitate communication strategies throughout the entire Cariboo Regional District that meet the needs of residents, community stakeholders, and other levels of government.
- Planning:** Intentionally plan services and activities of the CRD to prepare for future needs of residents and community stakeholders.
- Economic Sustainability:** Foster an environment to ensure the economic sustainability of CRD communities and the region.

- **Governance:** Ensure that CRD governance policy and practices are intentional, transparent, and respectful.

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**CAO Comments:**

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**Options:**

- 1) Receipt and authorize the 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 12, 2020, regarding a request from Chair Wagner to access up to \$200 from the Electoral Area H Director Initiative Fund to purchase plaques for two retiring commission members, be received. *Further action at the discretion of the Board.*