



**Date:** 06/04/2022

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

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

**From:** Kevin Erickson, Chief Financial Officer

**Date of Meeting:** Cariboo Regional District Board\_Apr29\_2022

**File:** 1610-02

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## Short Summary:

Request from Director Richmond to access Director Initiative Funds

## Voting:

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

## Memorandum:

Director Richmond is asking to access his Director Initiative Funds. The amount requested is \$ 718.53. \$ 116.23 is being requested for a long service award for an APC member recognizing 10 years of service and \$ 502.30 for a 108 Greenbelt Commission appreciation dinner.

## Attachments:

None

## Financial Implications:

Sufficient funds are available to cover these costs.

## 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.

The requests conform to policy as both long service awards for people who have served a minimum of 5 years, and hosting volunteer appreciation events are permitted uses of Director Initiative Funds.

#### **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;
- 2) Endorse the recommendation;
- 3) Other action at the discretion of the Board.

**Recommendation:**

That the agenda item summary from Kevin Erickson, Chief Financial Officer, dated April 6, 2022, regarding a request from Director Richmond to access Electoral Area G Director Initiative funds, be received. Further, that as the request conforms to policy, the Board grant Director Richmond's request for \$116.23 for a long service award for an APC member recognizing 10 years of service and \$502.30 for a 108 Greenbelt Commission appreciation dinner, totalling \$718.53.