



Date: 25/01/2023

To: Chair and Directors, Cariboo Regional District Board

And To: Brian Carruthers, Interim Chief Administrative Officer

From: Lore Schick, Deputy Corporate Officer/Executive Assistant

Date of Meeting: Cariboo Regional District Board_Feb3_2023

File: 1840-20

Short Summary:

Request from Director Bachmeier to Access Electoral Area B Director Initiative Funds to Attend the UBCM Housing Summit

Voting:

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

Memorandum:

Director Bachmeier has submitted the following request:

I am asking for a Board Resolution to access Director Initiative Funds for up to \$2,500 to go to the UBCM Housing Summit on April 4th and 5th, 2023.

<https://www.ubcm.ca/about-ubcm/latest-news/ubcm-host-province-wide-housing-summit>

This request is hereby brought forward for the consideration of the Board.

Attachments:

n/a

Financial Implications:

Sufficient funds are available in the Electoral Area B Director Initiative Fund allocation

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.

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 funds as requested;
2. Receipt only;
3. Receipt and other action.

Recommendation:

That the agenda item summary from Lore Schick, Deputy Corporate Officer/Executive Assistant, dated January 25, 2023, regarding a request from Director Bachmeier to access up to \$2,500 from Electoral Area B Director Initiative Funds to attend the UBCM Housing Summit on April 4th and 5th, 2023, be received. *Further action at the discretion of the Board.*