

Area Administration

D3.1 Director Initiative Funds Policy



Regional Board Policy

Director Initiative Funds Policy

Category: Area Administration	Policy Number: 2015-08-52	Replaces: 2013-10B-36
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Office of Primary Responsibility: Finance Department		
Date Adopted: November 2011	Board Resolution Number: 11-11A-12(3)	Date to be Reviewed:
Manner Issued: CRD Policy Manual		

PURPOSE:

To have a policy in place to set out guidelines on what Initiative funds can be used for.

POLICY:

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:
 - 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 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.

***** END OF POLICY *****

<u>Amended (Y/N)</u>	<u>Date Reissued</u>	<u>Authority (Resolution #)</u>
Yes	August 2015	2015-08-52
Yes	October 2013	2013-10B-36
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