



building communities together

2023 Business Plan Director Electoral Area Administration

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Working in partnership with communities large and small to offer local, sub-regional, and regional services to ensure that the Cariboo Chilcotin is a socially, economically, and environmentally desirable region.

Department/Function Services

In 2007, the Board resolved to establish an administration function for each electoral area. The authority to establish these functions is Section 338(2)(b) of the *Local Government Act*.

The functions have been established to cover the costs of additional travel for special interest initiatives and individual Director's development unique to their electoral area. In 2016, Electoral Area Administration policy was reviewed and revised, resulting in the following definitions and requirements:

Area Administration

Director Initiative Funds

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 matters 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 of a luncheon or similar venue to present long service awards.

Ineligible projects include:

- 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;
- Verbal requests to access the Director Initiative Fund will not be considered;
- Funds can only be expended with the approval of Simple Majority.

Each Electoral Area is taxed separately based on the amount requested by individual Directors on the basis of assessed value of land and improvements. The purpose of this function is to address director initiatives relevant to the individual Electoral Areas.

As each area administration has only one stakeholder, and the *Local Government Act* requires more than one vote, the entire Board is responsible for the governance of this service.

Business Plan Goals, Rationale & Strategies

2024 Goal

Goal: Allocate funds based on initiatives as identified by the Area Director.

Rationale: The CRD policy outlines the approval process and factors to be considered in expending director initiative funds.

Strategy: All director initiative fund requests must be presented to the Board for approval.

Overall Financial Impact

Taxation for these services is based on the amount determined by the Area Director, not to exceed a total fund of \$5,000. At this time, final Director Initiative Fund expenditures for 2023 are not finalized; 2024 tax requisitions are expected to be in line with amounts taxed in 2023.

Significant Issues & Trends

None.