



Date: 02/11/2023

To: Chair and Directors, Cariboo Regional District Board

And To: Murray Daly, Chief Administrative Officer

From: Kevin Erickson, Chief Financial Officer

Date of Meeting: Cariboo Regional District Board_Nov9_2023

File: 1610-02

Short Summary:

Request from Director Richmond to Access Electoral Area G Director Initiative Funds

Voting:

Corporate Vote - Unweighted

Memorandum:

At the September 8, 2023, Board meeting Director Richmond requested and was granted access "up to \$1000 from Electoral Area G Director Initiative Funds to provide a meal for participants in the mediation between the 108 Lions and the 108 Ranch Community Association...."

In holding the meeting, expenses incurred were \$469.98 for the mediator's mileage, \$115.99 for mediator lodging, and \$560.08 for the meal, for a total cost of \$1,146.05.

Director Richmond is requesting access to an additional \$146.05 to cover the total cost of meal and ancillary expenses which is hereby brought forward for the consideration of the Board.

Attachments:

None

Financial Implications:

There are sufficient funds in the Electoral Area G Director Initiative Fund to approve this request.

Policy Implications:

Policy No. 2023-3C-33 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:
 - 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:

- 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.

The Board should consider the terms of the above-noted policy when determining if this request meets the intent of the policy.

Alignment with Strategic Plan:

- ☐ **Infrastructure and Asset Management:** To establish a systematic, predictable approach to managing the regional district's assets and infrastructure that builds on current asset management data and condition assessments.
- ☒ **Enhanced Communications and Engagement:** To build trust and credibility of the regional district by enhancing our communications and engagement with citizens, stakeholders, and volunteers.
- ☐ **Effective and Responsive Land Use Planning and Development:** To ensure our land use planning and development is responsive to future growth and housing needs, anticipates risks and hazards

associated with climate change and provides efficient and consistent processes for landowners and developers.

- ☐ **Relationships with First Nations:** To foster a healthy and inclusive region by building and strengthening our relationships with First Nations and embracing the principles of reconciliation.

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CAO Comments:

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Options:

1. Receipt and authorize funds;
2. Receipt;
3. Receipt and other action.

Recommendation:

That the agenda item summary from Kevin Erickson, Chief Financial Officer, dated November 2, 2023, regarding a request from Director Richmond to access \$146.05 of Electoral Area G Director Initiative Funds to fully cover the cost of providing a meal for the participants of the mediation session between the 108 Ranch Community Association and the 108 Lion's Club, be received. *Further action at the discretion of the Board.*