



DISTRICT OF NORTH SAANICH

COUNCIL POLICY

TITLE: CONFERENCE ATTENDANCE BY ELECTED OFFICIALS' POLICY	NO. COU-151
--	--------------------

1. PURPOSE:

To establish a protocol for conference attendance by elected Officials who represent the District of North Saanich. The District of North Saanich Council shall maintain memberships, attend conferences, and fully participate in forums, workshops, business meetings, committees and functions of relevant municipal associations and organizations. Individual Council Members are encouraged to assume executive and leadership roles in such associations and committees.

2. SCOPE:

This policy applies to all members of Council.

3. POLICY:

3.1 Union of British Columbia Municipalities (UBCM): This organization is the Provincial Association representing 100% membership of all B.C. municipalities and its regional districts and Islands Trust. The District shall maintain membership with the UBCM and up to four (4) members of Council are authorized to attend the annual conference at the District's expense, unless authorized by a subsequent majority vote of Council to approve additional expenses.

3.2 Association of Vancouver Island and Coastal Communities (AVICC): This organization is a regional chapter of the parent UBCM. Municipalities and regional districts within this area are members and the organization holds an annual conference each year in a member municipality. The District shall maintain membership with the AVICC and up to four (4) members of Council are authorized to attend the annual conference at the District's expense, unless authorized by a subsequent majority vote of Council to approve additional expenses.

3.3 Federation of Canadian Municipalities (FCM): This organization advocates for municipalities to ensure their citizens' needs are reflected in federal policies and programs. The District shall maintain a membership with the FCM and up to two (2) members of Council are

EFFECTIVE DATE: April 8, 2024	APPROVED BY: COUNCIL	LAST AMENDMENT: N/A	REF: NOTICE OF MOTION/PJ	PAGE 1 of 3
	PREVIOUS POLICY NO. 1002.23			

TITLE: CONFERENCE ATTENDANCE BY ELECTED OFFICIALS' POLICY

NO. COU-151

authorized to attend the annual conference at the District's expense, unless authorized by a subsequent majority vote of Council to approve additional expenses.

3.4 Local Government Leadership Academy (LGLA): This organization provides training and educational resources to local elected officials and senior administrators in British Columbia. Up to four (4) members of Council are authorized to attend the annual conference at the District's expense, unless authorized by a subsequent majority vote of Council to approve additional expenses.

3.5 Miscellaneous seminars, conferences, and conventions: Along with the annual conferences noted in sections 3.1-3.4, there are miscellaneous seminars. Conferences, and conventions that arise from time to time. Requests from any Council member wishing to attend such an event must be approved by majority vote of Council and subject to available funding within the annual budget.

3.6 Conferences held in Victoria B.C.: When conferences noted in sections 3.1-3.4 are held in Victoria, B.C., then each member of Council may attend the annual conference in accordance with the annual budget approved by Council.

4. Discretionary Budget: The mayor may attend at their discretion additional seminars, meetings, and conferences, or allocate funding towards conferences and events hosted by the District, where the maximum combined expenditure of all additional conferences shall not exceed \$1000 per calendar year, and such amount shall be added to the annual budget.

5. Council members are encouraged to participate in the formation of policy related to matters of interest to the District via membership on relevant committees and boards.

6. Council members wishing to combine a District business trip with a personal trip may do so providing the District does not incur additional expenses. The Council member will be required to pay any additional living and accommodation expenses that are not associated with District business.

7. Council members attending events under this Policy must provide a written report individually or jointly to Council at a public meeting.

EFFECTIVE DATE: April 8, 2024	APPROVED BY: COUNCIL	LAST AMENDMENT: N/A	REF: NOTICE OF MOTION/PJ	PAGE 2 of 3
	PREVIOUS POLICY NO. 1002.23			

TITLE: CONFERENCE ATTENDANCE BY ELECTED OFFICIALS' POLICY

NO. COU-151

8. As required under the *Financial Information Act*, staff will prepare a public Annual Report entitled *The Statement of Financial Information (SOFI)*, which includes the following information for each member of Council:

- a. The total amount of remuneration paid for discharge of duties of the Office; and,
- b. The total amount of expenses that are paid to or on behalf of each member of Council.

EFFECTIVE DATE: April 8, 2024	APPROVED BY: COUNCIL	LAST AMENDMENT: N/A	REF: NOTICE OF MOTION/PJ	PAGE 3 of 3
	PREVIOUS POLICY NO. 1002.23			