

COUNCIL POLICY: COUNCIL CONFERENCE ATTENDANCE



Council Approval Date: December 6, 2006

Department: Legislative Services

Amended: December 15, 2015, November 18, 2020, March 1, 2023

1. PURPOSE

To identify what conferences and professional development opportunities are provided to Council.

2. SCOPE

This policy applies to all members of Council.

3. POLICY

The recommendations as outlined in the December 9, 2015 report by the CAO, which was endorsed by Council at its December 16, 2015 regular meeting to set as policy, Council attendance at the following conferences, convention, and seminars:

1. Federation of Canadian Municipalities (FCM) – held annually in May/early June

FCM is a national voice of municipal government and advocates on behalf of municipalities across Canada. Municipal leaders meet annually to establish FCM policy on key issues.

All members of Council are permitted to attend the FCM annual convention.

2. Union of British Columbia Municipalities (UBCM) – held annually in mid-late September

UBCM provides a common voice for local governments throughout the entire province and it uses the annual convention as the main forum for policy-making. Positions, developed by members are carried out on behalf of the members to other orders of government and organizations involved in local affairs.

All members of Council are permitted to attend the UBCM annual convention.

3. Association of Vancouver Island Coastal Communities (AVICC) – held annually in April

The AVICC is one of five area associations of local governments throughout British Columbia which represent municipalities, regional districts, and other local governments in order to advance local government principles and issues. Area associations work under the umbrella of the UBCM. Resolutions supported by the AVICC are advanced to UBCM for consideration.

All members of Council are permitted to attend the AVICC annual convention.

4. Local Government Leadership Academy (LGLA) – held annually in February

The LGLA is a leadership development initiative which provides training and educational resources to local elected officials and senior administrators across BC. Participants develop competencies needed to effectively manage and lead communities.

The LGLA present a leadership forum annually in February but in the spring immediately following the election puts on an elected officials seminar (in lieu of the leadership forum).

All members of Council are permitted to attend the LGLA yearly Leadership Forum/Elected Officials Seminar held annually.

5. Vancouver Island Economic Alliance (VIEA) – held annually in October

Economic Development within North Cowichan, and through the greater Cowichan Valley, has been a priority of Council and the VIEA is a regional alliance of local government, First Nations, businesses and other key stakeholders that collaborate on broad-based economic development programs to improve and strengthen the region’s economic capacity.

All members of Council are permitted to attend the VIEA annual Economic Summit.

6. Miscellaneous seminars, conferences, and conventions

Along with the standard yearly cycle of conferences, there are miscellaneous seminars, conferences, and conventions that arise from time to time.

Requests from any member of Council wishing to attend miscellaneous events held throughout the year must be approved by Council and subject to available budget.

7. Discretionary training budget

The Mayor will be allocated \$1,000 per year and each Councillor will be allocated \$500 per year to use, at their discretion, for personal training and/or professional development in relation to their role on Council. These funds shall be used to cover any registration fees, hotel or travel costs. Any unspent funds at the end of each year will revert back to the general revenue fund.

Members of Council must use their discretionary training budget before requesting any additional training identified under Section 3.6 above (Miscellaneous seminars, conferences, and conventions).

4. PROCEDURE FOR ATTENDANCE

The Executive Assistant to the Mayor and CAO coordinates, registers, and makes the necessary travel arrangements for all approved conferences, conventions, and seminars attended by Council.

Travel allowances, expenses, and reimbursement are outlined in the Travel Expenses Policy, as amended from time to time.