



CORPORATION OF THE TOWNSHIP OF ESQUIMALT
COUNCIL POLICY

TITLE: Conference Attendance by Elected Officials

NO. ADMIN - 38

PURPOSE

The Township of Esquimalt 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.

POLICY

1. The Township will maintain membership in the following organizations and all members of Council are authorized to attend the annual conference, **subject to clause 6:**
 - a. **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.
 - b. **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.
2. The Township will maintain a membership in the **Federation of Canadian Municipalities (FCM)**. Members of Council may attend the annual or other like national conferences twice during the four year term, **at the Township's expense**.
3. The Township shall provide for representation and participation in meetings, workshops or conferences that are beneficial to the Township's interests, **outside the Greater Victoria area** but within British Columbia and all members of Council may attend a conference within the Province, **subject to clause 6**.
4. The Township shall provide for representation and participation in meetings, workshops or conferences that are beneficial to the Township's interests **within the Greater Victoria area** and all members of Council may attend any local conference/workshop within the Greater Victoria area, **subject to clause 6**.
5. Council members are encouraged to participate in the formation of policy related to matters of interest to the Township via membership on relevant committees and boards.
6. **Annually prior to budget deliberations, Council shall establish a professional development schedule for each member of Council for a two year period, and appropriate funding will be included in the budget for that period. Funding must be available within the budget prior to participation and, except where noted, participation must be authorized in advance by resolution of Council.**

EFFECTIVE DATE:

APPROVED BY:
Council

REF:
ADM-19-022

AMENDS NO:
July 11, 2011
February 23, 2015

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7. The Mayor may attend at his/her discretion additional conferences, or allocate funding towards conferences/events hosted by the Municipality, where the maximum combined expenditure of all additional conferences shall not exceed \$2,000.00 per year, and such amount will be added to the annual budget.
8. Council members attending events under this Policy must provide a written report individually or jointly to Council at a public meeting.