

CITY OF GRAND FORKS

POLICY TITLE:	Council & Staff Memberships & Conferences Policy	POLICY NO:	301
EFFECTIVE DATE:	January 15th, 2013	SUPERSEDES:	
APPROVAL:		PAGE:	1 of 5

The City and the representatives of the City shall maintain memberships, attend conferences and fully participate in forums, workshops, business meetings and functions of the following municipal associations and organizations and encourages individual Council Members to assume executive and leadership roles in such associations.

1. Union of British Columbia Municipalities

This organization is the Provincial Association representing and enjoying 100% membership of all BC municipalities and regional districts and Islands Trust.

Policy

The City will maintain membership in the U.B.C.M. and all members of City Council and the Chief Administrative Officer or other senior staff are authorized to attend the annual U.B.C.M. conference provided funds are available in the approved budget.

2. Association of Kootenay Boundary Local Governments

This organization is a regional chapter of the parent U.B.C.M. referred to as the AKBLG which covers the geographic area of the boundary, and the Kootenays to the Alberta border. Municipalities and regional districts within this area are members and the organization holds an Annual Conference in April/May of each year in a member municipality.

Policy

The City will maintain membership in the AKBLG. and all members of City Council and the Chief Administrative Officer or other senior staff are authorized to attend the annual AKBLG Conference provided funds are available in the approved budget.

3. **Federation of Canadian Municipalities**

Since 1901 this organization has represented municipal government at the national level, and is committed to promoting strong, effective and accountable municipal government.

Policy

The City will maintain membership in the F.C.M. and approved members of City Council and the Chief Administrative Officer or other senior staff are authorized to attend the annual F.C.M. conference provided funds are available in the approved budget.

4. **Highway 3 Association**

A group with membership from Osoyoos to Alberta Border, with a desire to generate economic activities through tourism, and has subsequently expanded to address various other transportation concerns of the highway.

Policy

The City will maintain membership in the Association. In addition one member of City Council and the Chief Administrative Officer or senior staff are authorized to represent the City at the annual convention or to attend any meetings of the Association Board subject to funds being available in the budget.

5. **Boundary Economic Development Committee**

The group provides a coordinated approach to economic activity in the region.

Policy

The City will maintain membership. In addition, all members of the City Council and the senior staff are authorized to attend the conferences / meetings of this organization subject to funds being available in the budget.

6. **Boundary Country Regional Chamber of Commerce**

The Chamber is a common vehicle through which business people work together for the common good of the community, and is a unified voice for businesses. The Chamber strives to promote trade and commerce, economic development, civil and social welfare of the region.

Policy

The City will maintain annual membership in the Boundary Country Regional Chamber of Commerce and participate in the Chamber activities.

7. **Meetings with Provincial or Federal Ministers or Ministries
Workshops/Economic Development Meetings/Miscellaneous Conferences**

Policy

The City shall, subject to the budget, provide for the City to be represented at and participate in meetings, workshops or conferences that are beneficial to the City's financial or economic interests. Each year a budget allocation shall be determined by Council and City Council will, thereafter, by specific resolution, authorize Council Members, Employees or Officers or other persons to represent the City outside of municipal boundaries.

Two or more members of Council on a rotational basis, accompanied by members of senior staff member when considered necessary, may travel to Victoria for the purposes of presenting local issues to the Provincial Ministers and/or their delegates, subject to Council approval by specific resolution.

8. **North West Public Power and Interior Municipal Electric Utility:**
North West Public Power represents the interests of all public owned electric utilities in the North West of Canada and USA providing training and technical assistance to employees. Interior Municipal Electric Utility represents the interests of all municipally owned utilities and provides representations and workshops on hearings before BCUC.

Policy:

The City will maintain membership. In addition, authorized members of the City Council and the senior staff are authorized to attend the conferences / meetings of this organization subject to funds being available in the budget, and subject to Council approval by specific resolution.

9. **Local Government Management Association, Provincial and Local Chapters, Government Finance Officers Association, Corporate Officers' and CAO's Forums, National Association of Parliamentarians, International Institute of Municipal Clerks (IIMC), and Fire Chief's Association, Certified General Accountants and Certified Management Accountants Associations, Public Works Association, BC Water & Waste Water Association, Building Officials Association of BC, Licence Inspector & Bylaw Officers Association of BC, Applied Science Technologists and Technicians of BC (ASTTBC).**

These organizations provide training and technical assistance to City staff in performance of their duties.

Policy:

The City shall, subject to the budget, provide for the City staff members to be represented at and participate in meetings, workshops or conferences that are beneficial to the City's financial or economic interests. Where necessary, permission of Council by resolution may be required when there is a need subject to the discretion of the Chief Administrative Officer.

10. General

Policy

The Chief Administrative Officer or Chief Financial Officer is authorized to pay the membership dues, upon approval of the Annual Financial Plan.

Attendances at workshops and conferences shall be subject to the funds approved in the Financial Plan and further subject to the Travel Policy.

11. Council Workshops and Training:

Policy:

Council Members are encouraged to attend "Newly Elected" training seminars, which shall be made available to all Members of Council following a local general election. Funds for these training seminars will be provided in the financial plans of the years, in which a local government election takes place.

Other training courses and workshops, which are provided by UBCM and/or AKBLG, for example the Local Government Leadership Academy (LGLA), will be available to Members of Council, subject to available funding, and subject to Council approval, by specific resolution.

Funding for other training courses, which specifically pertain to Council related duties, as outlined in Sections 115 and 116 of the Community Charter, may be available, subject to available funds in the Financial Plan, and subject to Council approval by specific resolution.

12. Staff Workshops and Training:

Policy:

Training courses and workshops, which are provided by LGMA, GFOA, and other professional associations, such as Municipal Administration Training Institutes (MATI's) will be available to Staff, subject to available funding, and the

approval of the Chief Administrative Officer.

Funding for other training courses, which specifically pertain to Staff members related duties, as outlined in their specific job descriptions, may be available, subject to available funds, approval of the Chief Administrative Officer.