

# SILGA Policy Manual



2024 Edition

# POLICY MANUAL

Policy No. 1  
Page No. 1 of 1

RE: **EXECUTIVE COMMITTEE MEETINGS**

## **Meeting Location (April 29, 2020)**

Executive meetings are to be rotated among member municipalities with the Annual General Meeting always being held at the annual convention.

If the executive is unable to meet in person, virtual meetings are allowed.

## **Invite Local Politicians to Attend Executive Meetings (July 19, 2023)**

When in person Executive Committee Meetings are held, Mayors, Councillors and Regional Board Directors who live in the area where the Executive Meeting is held are invited to bring greetings from the community and discuss issues or share successes; with one spokesperson being provided 20 minutes.

# POLICY MANUAL

Policy No. 2  
Page No. 1 of 1

RE: **COMMUNICATING SILGA INFORMATION**

**To SILGA Membership (October 16, 2023)**

All communications from the SILGA Executive are to be forwarded to the member Local Governments for distribution to all members and posted on the website.

**To UBCM (October 16, 2003)**

Copies of the SILGA newsletters are to be sent to UBCM and posted on the SILGA website.

**To SILGA (July 19, 2023)**

Correspondence directed to SILGA to be sent to the President immediately and then circulated to the Executive at the next Executive Meeting.

# POLICY MANUAL

Policy No. 3  
Page No. 1 of 2

RE: **ANNUAL CONFERENCE / GENERAL MEETING**

**Resolutions Supported by SILGA (October 16, 2003)**

Resolutions supported by SILGA to be sent directly to the Respective Ministers, when appropriate.

**Convention Bid (June 19, 2003)**

Letters of bid for hosting a convention should be provided two (2) years in advance. All surplus funds generated by the annual conference is to be kept by the Southern Interior Local Government Association.

**Election of Executive Committee (October 16, 2003)**

If, at the close of the annual convention, there are not sufficient members elected to the Executive to constitute a quorum, the remaining board members shall be responsible to find sufficient members to serve on the Executive.

**Convention Host Committee Meetings (June 7, 2013)**

SILGA General Manager will attend all host committee convention meetings to provide expertise and guidance, either in person or by telephone, on organizational and financial matters.

RE: **ANNUAL CONFERENCE / GENERAL MEETING**

**Complimentary Convention Registration (May 2, 2024)**

The following individuals shall receive basic complimentary convention registrations:

- 1) Prime Minister
- 2) Life Members (including any current mayors, councillors or regional district directors)
- 3) Cabinet Ministers;
- 4) Members of the Legislative Assembly;
- 5) British Columbia Members of Parliament;
- 6) Fraternal Associations – the President or designate of:
  - UBCM;
  - Federation of Canadian Municipalities;

- Other British Columbia area associations where reciprocal privileges are extended by those associations.
- 7) Corporate sponsors depending on the level of sponsorship

NOTE: Life Members and other complimentary registrants are required to pay their own travel and accommodation expenses.

**SILGA Executive Photograph (July 19, 2023)**

A group photograph of the SILGA Executive shall be taken annually during the Annual General Meeting or as close after as possible.

# POLICY MANUAL

**Policy No. 4**  
**Page No. 1 of 1**

**RE: UBCM CONVENTION**

**SILGA Luncheon Meeting (July 19, 2023)**

The SILGA Executive to arrange for an informal general discussion luncheon meeting with the SILGA membership at the annual UBCM Convention. The UBCM Executive to be requested to leave time on the agenda for area association luncheons. Fees for the SILGA luncheon are set and collected by UBCM.

An "In Memoriam" will be prepared for the luncheon for those current and former locally elected politicians that have passed away.

# POLICY MANUAL

Policy No. 5  
Page No. 1 of 1

**RE: TRAVEL EXPENSES POLICY (July 19, 2023)**

**POLICY STATEMENT:**

It is the policy of SILGA to reimburse members of the Executive, committees, staff and other members approved by the Executive who are requested to represent SILGA, for the cost of travel, accommodation, meals and out of pocket expenses incurred in the course of such representation.

**POLICY BACKGROUND:**

The work of the Executive, committees and staff frequently requires individuals to travel away from their domicile to attend meetings. SILGA assumes the responsibility for travel expenses incurred when members are requested by SILGA to travel on behalf of the Association. SILGA holds the belief that voluntary participation in business carries with it the expectation that an individual agrees to contribute time as a volunteer and, as is reasonable, will arrange his or her affairs to minimize claims. Consistent with this, it is anticipated that individuals will not submit claims for honorarium or expenses if they are being compensated by an employer for time spent on business or expenses associated with this.

**POLICY GOAL:**

It is the goal of this policy to reimburse members for expenses incurred while representing SILGA at the request of the Executive.

**POLICY OBJECTIVES:**

1. Transportation:
  - To pay compensation for air travel at the lowest available air fare and parking, or
  - To pay compensation for the use of private vehicles at the rate equivalent to that paid by the Province of British Columbia<sup>1</sup>,
  - Only the driver is entitled to reimbursement for car mileage; the driver must submit the names of the passengers with the expense account.
2. Accommodation (due to weather conditions/distance travelled/ other circumstances):
  - To pay compensation for hotel rooms at cost and with a receipt required and parking; or
  - For private accommodation, in lieu of commercial accommodation, an allowance of \$50.00 per night may be claimed (no receipts required).
3. Per Diem Honorarium: (July 19, 2023)

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<sup>1</sup> February 23, 2005

- For all Executive and Executive Committee Meetings, an honorarium of \$150.00 per day will be paid if attending an in person meeting or \$100 for a virtual meeting.
- For the board chair or designate, when representing SILGA at non-SILGA functions an honorarium of \$150.00 per day will be paid if attending an in person meeting or \$100 for a virtual meeting. .
- For all other travel authorized by the Board an allowance of \$150.00 per day will be paid.
- For all other travel authorized by the Board, an allowance of \$75.00 per half day will be paid.<sup>2</sup>

Note: An honorarium, which is taxable income, is available to persons for time spent on SILGA business. The purpose of the honorarium is to compensate for presumed costs such as loss of self-employed income, dependent care or loss of casual work. Receipts are not required, but claimants are expected to consider the purpose of the honorarium provision when making a claim.

4. Other Expenses: (July 19, 2023)

- For all meetings and other authorized travel where required meals are not provided at the event, compensation for meals will be as follows:

Breakfast	\$25 including tips and tax
Lunch	\$35 including tips and tax
Dinner	\$50 including tips and tax

On the date of departure, travel must start before 7:00 am to claim breakfast; before 12:00 noon to claim lunch; and, on the date of return, travel must end after 6:00 pm to claim dinner.

- All other expenses occurred for hospitality expenses and other non-specified expenses shall be reimbursed at cost when receipts are provided, subject to Executive approval.

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<sup>2</sup> half day defined as four (4) hours or less which includes travel time.



# POLICY MANUAL

Policy No. 6  
Page No. 1 of 1

RE: **MISCELLANEOUS POLICIES**

**Administrative Files (April 29, 2009)**

The SILGA files are to be kept at the office of the Secretary Treasurer.

**Financial Statement Preparation by Accounting Firm (July 19, 2023)**

SILGA to pay for an annual independent financial review of the financial statements.

**Requests for Support of Special Interest Groups (October 16, 2003)**

Organizations requesting SILGA's support in lobbying senior government on a matter to be told that it is not SILGA's policy to support and lobby on behalf of special interest and/or business groups.

**Website (July 19, 2023)**

SILGA will pay a reasonable yearly amount for maintenance fees for the SILGA website.

# POLICY MANUAL

**Policy No. 7**  
**Page No. 1 of 1**

**RE: CENTENNIAL RECOGNITION OF MEMBER MUNICIPALITIES**  
**(July 19, 2023)**

1. Each member community will be listed on the SILGA website with links to the community's website at no charge to the member community.
2. There will be a letter of congratulations sent from the President of SILGA including a certificate to the community.

# POLICY MANUAL

Policy No. 8  
Page No. 1 of 2

RE: **YOUTH AT UBCM POLICY (July 19, 2023)**

**POLICY STATEMENT:**

It will be the policy of SILGA to reimburse up to 2 youth each year for the cost of travel, accommodation, meals and out of pocket expenses incurred to attend the UBCM convention. A framework of what is expected

**POLICY BACKGROUND:**

To promote youth involvement and interest in local government, SILGA will annually sponsor up to two youth to attend the UBCM convention. A call for nominations will be sent by SILGA by February 1<sup>st</sup> to all SILGA members with the youth representatives to be chosen at the June SILGA executive meeting. Deadline for nominations for 2022 is June 1st.

A SILGA member local government must first nominate a youth from their community. A brief statement written by the youth explaining why they want to attend along with a summary of their interests and accomplishments should accompany the nomination.

The local government of the selected youth will mentor them during the week of the convention. The expectation is the youth will shadow the mentoring council to all their minister meetings, attend the sessions/presentations/tour (based on the youth's interest) and attend the networking sessions (SILGA luncheon), if possible. The youth will also join the SILGA board during their minister meetings. The youth will be requested to provide a written report to SILGA outlining their experiences and the impact the week had for them.

**Definition of "Youth"**

- School age secondary students registered in a public school, an independent school, Distributed Learning program or as a home-schooled learner
- up to the age of 19 on or after July 1 of the current school year

SILGA will spend up to \$5,000/year for the cost of this program. Receipts will be required. Sponsoring local governments are requested to cover the allocated conventions costs for the selected youth and then submit receipts to SILGA for reimbursement. UBCM offers special student registration prices; contact UBCM directly to register and use the complimentary form provided by UBCM.

**POLICY DETAILS:**

1. Transportation:
    - To pay compensation for air travel at the lowest available air fare; or
    - To pay compensation for the use of private vehicles at the rate equivalent to that paid by the Province of British Columbia<sup>3</sup>,
    - Only the driver is entitled to reimbursement for car mileage; the driver must submit the names of the passengers with the expense account.
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2. Accommodation (due to weather conditions/distance travelled/  
other circumstances):

- To pay compensation for hotel rooms at cost and with a receipt required; or
- allowance of \$50.00 per night may be claimed (no receipts required).

3. Other Expenses:

- For all meetings and other authorized travel where required meals are not provided at the event, compensation for meals will be as follows:

Breakfast	\$25 including tips and tax
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On the date of departure, travel must start before 7:00 am to claim breakfast; before 12:00 noon to claim lunch; and, on the date of return, travel must end after 6:00 pm to claim dinner.

- All other expenses occurred for hospitality expenses and other non-specified expenses shall be reimbursed at cost when receipts are provided, subject to Executive approval.