



Skeena-Queen Charlotte Regional District

BOARD POLICY

Title:	UBCM – Registration and Travel Costs	
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1. PURPOSE

The purpose of this policy is to clarify how the Regional District will fund the cost of Directors attending the annual Union of British Columbia Municipalities (UBCM) Convention.

2. POLICY

2.1 The Skeena-Queen Charlotte Regional District will cover the registration costs and travel expenses for Electoral Area Directors to attend the annual UBCM convention each year. All costs for the Electoral Area Directors will be funded from the Electoral Area Administration Function (function 120 in Vadim).

2.2 If the Chair of the Regional District is appointed as a Regional District Director by a municipality, the Regional District will cover one half (1/2) of the eligible travel costs for the Chair to attend UBCM. The costs for the Chair will be charged to the Administration function (function 110 in Vadim).

3. SCOPE

3.1. This policy applies to Electoral Area Directors and the Chair of the Regional District.

3.2. Travel to UBCM is subject to available funding within the approved Financial Plan.

4. DEFINITIONS

“Regional District” is the Skeena-Queen Charlotte Regional District.

5. RESPONSIBILITY:

5.1. Directors are responsible for ensuring that travel is authorized and that expenses claimed are consistent with the Directors – Reimbursement of Travel and other Expenses Policy.

5.2. The Chief Administrative Officer is responsible for administering this policy.

5.3. The Chief Administrative Officer is responsible for reviewing and approving Directors expense claims in a manner consistent with this policy and the Directors – Reimbursement of Travel and other Expenses Policy.

6. PROCEDURES: Not Applicable

7. REFERENCES:

Appendix 1 - Directors – Reimbursement of Travel and other Expenses Policy

Approval Date:	September 21, 2012	Resolution No.	327-2012
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