

Laura Schumi

From: southern interior local government <yoursilga@gmail.com>
Sent: Monday, June 19, 2017 12:15 PM
To: Carolyn Black; christy malden; City Of Armstrong; City Of Enderby; City Of Kamloops; City Of Kelowna; City Of Merritt; City Of Penticton; City Of Revelstoke; City Of Salmon Arm; City Of Vernon; Inquiries; District Of Barriere; District Of Clearwater; District Of Coldstream; District Of Lake Country ...; District Of Lillooet; District Of Logan Lake; District Of Peachland; District Of Sicamous; District Of Summerland; District Of West Kelowna; RDCO; RDNO; Rebecca Narinesingh; Sharon Thompson; SLRD; Sun Peaks Resort Municipality; TNRD; Town Of Oliver; Town Of Osoyoos; Town Of Princeton; Township Of Spallumcheen; Village Of Ashcroft; Village Of Cache Creek; Village Of Chase; Village Of Clinton; Village Of Keremeos; Village Of Lumby; Village Of Lytton
Subject: SILGA Youth Participation at UBCM Convention
Attachments: Policy No. 8 Youth Travel expenses August, 2016.doc

Good morning,

Please add this to your next board/council agenda. Thanks.

In order to promote youth participation and interest in local politics SILGA has established a policy to cover all expenses for up to 2 youth to attend the UBCM convention.

In this regard, please find attached our policy and guidelines for their participation.

August 7th will be the last day for members to nominate deserving youth. Please forward your nominees' names and a brief description of why they would be a good candidate to the SILGA email - yoursilga@gmail.com.

Thanks, Alison

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Correspondence Section

POLICY MANUAL

Policy No. 8
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RE: YOUTH TRAVEL EXPENSES POLICY (August 31, 2016)

POLICY STATEMENT:

It is 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.

POLICY BACKGROUND:

To promote youth involvement/interest in local government SILGA will pay for up to 2 youth to attend the UBCM convention until September 2018. Local member councils can nominate an individual from their community to attend, with SILGA board choosing the representatives. The local council of the selected individual(s) will mentor them during the week of the convention. The youth will be requested to provide a written report to SILGA outlining their experiences and the impact the week had for them.

SILGA will spend up to \$5,000/year for 3 years until September 2018 for a total of \$15,000. Receipts will be required.

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 Columbia¹, to a maximum of the lowest economy air fare.
- 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; or
- For private accommodation, in lieu of commercial accommodation, an allowance of \$30.00 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	\$15 including tips and tax
Lunch	\$25 including tips and tax
Dinner	\$35 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.