



<b>Policy:</b>	6.12.1
<b>Approved By:</b>	Trust Council
<b>Approval Date:</b>	June 6, 1992
<b>Amendment Date(s):</b>	
<b>Policy Holder:</b>	Chief Administrative Officer

## TRUSTEE TRAINING/CONFERENCE ATTENDANCE

### Purpose

To outline Council's support, subject to available resources, for trustee training and conference attendance as a means to enhance trustees' contribution to the organizational effectiveness of the Islands Trust.

### A. Definitions

n/a

### B. Policy

#### 1. Authorization for Trustee Training

##### 1.1 Trust Council

- 1.1.1 Trust Council and/or the Executive Committee may request a trustee to undertake target training and/or attend specific conferences and seminars on behalf of Trust Council.
- 1.1.2 Trustees may request support to undertake target training and/or attend specific conferences and seminars on behalf of Trust Council.
- 1.1.3 All requests of trustees and/or to trustees for training or conference attendance shall be reviewed by the Executive Committee for Trust Council consideration when possible or approved by the Executive Committee.
- 1.1.4 The Executive Committee's recommendations or approvals will be guided by their responsibility to monitor and control the Trust Council Training/Conference account.
- 1.1.5 The Executive Committee is responsible for proposing trustee in-service training programs for Trust Council consideration via the Finance Committee within the annual budget process.

##### 1.2 Islands Trust Conservancy

The Islands Trust Conservancy Board shall be responsible to budget, approve and control Board member training and conference attendance within its annual budget.

1.3 Local Trust Committees

Local trust committees shall be responsible, by way of a resolution, to budget, approve and control trustee training and conference attendance related to the local trust committees within its annually budgeted LTC - Local Expense Account.

1.4 Council Committees

Council Committees shall be responsible, by way of resolution, to budget, approve and control trustee training and conference attendance related to Council Committee interests within its annually budgeted Council Committee Expense Account.

1.5 Executive Committee

The Executive Committee shall be responsible, by way of resolution, to budget, approve and control Executive Committee member training and conference attendance related to Executive Committee interests within its annually budgeted Executive Committee - Training/Conference account.

**2. Expectations of Trustee**

2.1 It is expected that trustees, for Trust-supported training and conference attendance, will provide a written/verbal report to the approving authority body and to Trust Council at the next quarterly meeting.

2.2 It is expected that trustees, for Trust-supported training and conference attendance, will provide useful materials to the administrative secretary to copy for the Trust's reference library.

2.3 It is expected that trustees, when making a request to attend a training program or conference, will submit costs, rationale and benefits to the relevant approving authority (See Attachment 1-Training Request Form).

2.4 It is expected that trustees, whenever possible, will submit requests to attend upcoming training programs within the annual budget process via the appropriate approval authority.

**3. Approving Authority Expectations**

3.1 It is expected that each approving authority will:

3.1.1 solicit submissions of trustees for any requests during the upcoming fiscal year;

3.1.2 consolidate and prioritize these submissions with their budget submission to the Finance Committee;

3.1.3 monitor follow-up reports by trustees.

#### **4. Administrative Requirements**

For ease of processing, it is suggested that the attached Training/ Conference form (Attachment 1) be utilized to request and process requests for Training/Conference attendance.

#### **5. Funding Guidelines**

##### 5.1 Level 1

5.1.1 Approving authority requests a trustee to attend - 100% expenses and registration fee or, as otherwise agreed and/or determined by the budget; or

5.1.2 Trustee attendance approved by an approving authority as high relevance/benefit to it - 100% expenses and registration fee, or as otherwise agreed and/or determined by the budget.

##### 5.2 Level 2

Potential relevance to approving authority while of a personal developmental interest to the trustee - a portion of expenses and registration fee, as agreed and/or determined by the budget.

##### 5.3 Level 3

Primarily of personal development interest to the trustee - No sponsorship by Islands Trust.

#### **C. Legislated References**

Annual Budget

#### **D. Links to Supporting Forms, Documents, Websites, Related Policies and Procedures**

Attachment 1: Training Request Form

**Attachment 1**

**ISLANDS TRUST  
REQUEST FOR TRAINING, CONFERENCE AND WORKSHOPS**

**EMPLOYEE INFORMATION**

Name:  Title:   
Supervisor Name:

Is this request for a conference: Yes  No  (if yes please note Director/CAO sign-off is required)

**COURSE/CONFERENCE INFORMATION**

Name of Course/Conference:   
Date(s) of Course/Conference:   
Offered by:   
Training Location:

Brief Summary of Course/Conference content: **(attach detailed course information)**

Describe how this training will benefit Islands Trust and you?

Are you aware of other staff members who are attending this event?

**OVERTIME AND TRAVEL STATUS**

Level 1 funding - Attendance required (e.g. – mandatory or job requirement)

- Overtime and full travel status by collective agreement

Level 2 funding - Developmental training or conference

- No overtime. Registration fees and travel status may be negotiated

**Overtime**  Not Applicable  Overtime defined by collective agreement

Other arrangement negotiated – please indicate details:

Estimated number of overtime hours:

**Travel Status**  Not Applicable  Full travel status

Negotiated travel expenses – please indicate details:

Enter details of negotiated overtime and travel expenses

**COST SUMMARY:**

Registration Fee	0.00
Per Diem Meal Costs	
Accommodation **	
Travel to/from Location **	
Course Materials	
Other	
<b>Total Training Request</b>	<b>\$ 0.00</b>

**\*\* Contact the Victoria Administrative Assistant for assistance with accommodation and travel estimates. All travel arrangements (flights, hotel reservations, etc.) are to be coordinated through the Victoria Administrative Assistant.**

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor: [Conference/Training Evaluation Form](#) required yes  no

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

**DO NOT SIGN unless detailed course information is attached**

**REGISTRATION**

Confirm you have registered for this course: Yes  No  (Admin please register)

**PAYMENT**

Confirm “cheque payment” selected on registration: Yes  (Finance send cheque) No

**REGISTRATION & PAYMENT INSTRUCTIONS:**

1. Submit form to your supervisor for approval. **Your supervisor’s signature is required before you register.**
2. Register for the course/conference and choose “cheque payment” as the option. Print and attach the invoice to this form. FINANCE WILL ARRANGE FOR PAYMENT OF YOUR COURSE/CONFERENCE FEE. **If you are unable to register without making payment, please contact Finance immediately.**
3. Submit completed form to the Administrative Assistant in Victoria.

**It is the Employee’s responsibility to notify the Victoria Administrative Assistant immediately if the Employee is unable to attend the course so that any available refund can be obtained.**