
TO: CITY MANAGER **DATE:** 2014 April 17

FROM: CITY CLERK

SUBJECT: COUNCIL CONFERENCE ATTENDANCE - PREAUTHORIZATION

PURPOSE: To recommend approval of a Corporate Policy to preauthorize members of Council to attend certain designated conferences.

RECOMMENDATION:

1. **THAT** the Corporate Policy entitled "Council Conference Attendance" be approved.

REPORT

It is current practice to seek Council approval annually for any member of Council wishing to attend Union of British Columbia Municipalities (UBCM), Federation of Canadian Municipalities (FCM), or the Lower Mainland Local Government Association (LMLGA) conferences.

While this practice provides Council with the opportunity to annually assess the merits of attending any of these conferences, it is proposed that preauthorization of conference attendance may be better framed in the context of a Corporate Policy that is tied to the annual budget. Preauthorization will also assist in making reservations and travel arrangements for attendance at conferences, as often these arrangements have to be made a year in advance.

Further it is a reasonable expectation that members of Council wishing to attend these conferences should be entitled to do so as part of their role as elected officials. These events represent an opportunity for professional development and to remain current on issues that directly impact local governments. The formal conference agendas typically focus on any recent legislative changes or proposals, and current issues that are common among local governments. In addition, the conferences represent an opportunity for networking with other elected officials, sharing information on best practices and successful outcomes.

It is common practice among local governments to have a Corporate Policy that sets out the entitlement of elected officials to attend designated local government conferences and to incur expenses within reasonable limits.

A Corporate Policy to this effect has been drafted for Council's consideration.

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It should be noted that this policy is limited to those conferences named herein. Any member of Council wishing to attend any other conference will be required to seek specific Council approval.

FINANCIAL IMPLICATIONS:

The annual budget includes provision for attendance at these conferences and is subject to the annual approval of Council.



Dennis Back
CITY CLERK

Copied to: City Manager
Deputy City Manager (C. Turpin)
Director of Finance