

COUNCIL MEMBERSHIPS, CONFERENCES AND TRAVEL POLICY
Council Policy No. 20/20

Council has deemed it financially prudent to undertake an annual review of the memberships identified within this policy as well as any association(s) in which Council contributes membership funding towards.

Renewal membership will be placed on Council's agenda each fall for Council to undertake the analysis of value received versus cost incurred.

Council will attend conferences and fully participate in forums, workshops, business meetings and functions of those associations that have been approved for membership renewal.

POLICY:

1. Union of British Columbia Municipalities

This organization is the Provincial Association representing and enjoying 100% membership of all BC's 160 municipalities and its 29 regional districts and Islands Trust.

Policy:

Upon membership renewal in the UBCM, all members of City Council and the Chief Administrative Officer are authorized to attend the annual UBCM conference provided funds are available in the approved budget.

2. North Central Local Government Association

This organization is a regional chapter of the parent UBCM referred to as the NCLGA which covers the geographic area from 100 Mile House to the Northern border. Municipalities and regional districts within this area are members. The organization schedules an Annual Conference in April/May of each year in a member municipality.

Policy:

Upon membership renewal in the NCLGA, all members of City Council and the Chief Administrative Officer are authorized to attend the annual NCLGA Conference provided funds are available in the approved budget.

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3. Peace River Local Government Association

This organization is a Regional Municipalities Association comprised of municipal and regional district elected officials in the Peace River Regional District. The organization holds annual dinner meetings in the seven-member communities on a rotational basis.

Policy:

All members of City Council and the Chief Administrative Officer are authorized to attend and City Council will endeavour to have at least two representatives available at each PRLGA meeting provided funds are available in the approved budget.

4. Meetings with Provincial or Federal Ministers or Ministries
Workshops/Economic Development Meetings/Miscellaneous Conferences

Policy:

The City shall, subject to the budget, provide for the City to be represented at and participate in meetings, workshops or conferences that are beneficial to the City's financial or economic interests. Approval to attend must be by specific resolution to authorize Council Members, Employees or Officers or other persons to represent the City outside of municipal boundaries.

5. Federation of Canadian Municipalities

Policy:

Upon membership renewal in the FCM, all members of City Council and the Chief Administrative Officer are authorized to attend the annual FCM conference provided funds are available in the approved budget.

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6. Pacific North West Economic Region

This organization's mission is to foster sustainable economic development throughout the entire region.

Policy:

Upon membership renewal in the Pacific North West Economic Region, one member of City Council and the Chief Administrative Officer are authorized to attend the annual PNWER conference provided funds are available in the approved budget.

7. BC Natural Resources Forum

This Forum offers a positive, non-partisan arena to discuss and learn first-hand the latest news, trends and opportunities linked to the resource sector in BC.

Policy:

All members of City Council are authorized to attend the annual BC Natural Resources Forum provided funds are available in the approved budget.

8. BC Mayor's Caucus

UBCM hosts an annual spring and fall BC Mayor's Caucus that provides the opportunity for Mayors around the Province to discuss local government topics. The spring meeting is traditionally held in May and the fall meeting coincides with the UBCM Conference.

Policy:

The Mayor is authorized to attend BC Mayor's Caucus meetings provided funds are available in the approved budget.

9. Miscellaneous Conferences

Conferences that are not listed within this policy must have Council's approval by resolution for a Council member to attend. The Council member wishing to attend must have the conference topic as their portfolio responsibility. Miscellaneous conferences are subject to funds being available in the approved budget.

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9. Miscellaneous Conferences (continued)

Attending a conference is beneficial although absences can have operational impacts since Council's calendar is very full with many local meetings, events and workshops.

To assist in Council's decision-making process to approve a request to attend a conference that isn't specifically identified in this policy, the answers to the following questions will be provided as part of the Administration Report:

1. If the conference takes place on a Council meeting day, will there be quorum for the meeting if the Council member(s) is absent?
2. Are there financial implications if a meeting or presentation has to be canceled due to a lack of quorum because the Council member(s) is attending the conference?
3. Is the request to attend a conference or to speak at a conference?
4. If this is a speaking engagement requested by a conference committee, are the expenses being paid for by the conference committee in whole or in part or does the City have to pay the expenses to attend?
5. What are the total expenses incurred by the City?
6. Are there sufficient funds available in the Council Travel account for this conference and what is the balance in the account if approved?
7. What local meetings/events will the Council member(s) be absent for if approval is given to attend the conference?
8. Is the conference topic part of the Council member's portfolio assigned under Council Policy No. 30?
9. Does this conference relate to one of Council's strategic priorities? If so, which one(s)?

Council Members' Participation on Local Government Associations Boards and Executives

City Council is expected to contribute towards the betterment of Fort St. John, to provide leadership and to serve and act on behalf of all citizens in the community. The Federation of Canadian Municipalities, Union of British Columbia Municipalities and North Central Local Government Association have Boards of Directors who have established select committees, task forces and sub-committees to advocate local government issues at the regional, provincial and federal levels. Due to the important work of these associations, Council encourages and supports individual Council Members to apply for executive and leadership positions in these organizations.

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Council Members' Participation on Local Government Associations Boards and Executives (continued)

Individual Council Members wishing to apply for executive and leadership positions on associations that are not listed within this policy or identified in Council Committees Portfolio of Responsibilities Council Policy No. 30/18 can formally request Council's endorsement of his/her nomination at a Regular Council meeting. The questions identified in Section 9 of this policy will be used as part of Council's deliberations.

Meetings with Ministers, Ministry staff and Energy Companies

To allow members of Council the authorization to schedule special meetings with Ministers, Ministry staff and energy companies to promote the City and convey its initiatives.

POLICY:

Members of Council will be authorized to travel:

- To Victoria for meetings with Provincial Ministers and staff as required to convey the City's future growth and development and/or emerging issues that the City is dealing with.
- To meet with representatives from the energy sector to promote Fort St. John as the regional service centre in Northeastern BC.

Scheduling of Meetings Criteria:

- Council is required to discuss and identify the topics/issues for the meeting(s) they are requesting staff to coordinate in accordance with this policy. This reiterates that this is an issue/topic that is important to Council as a whole and to ensure that all of Council is aware of the issue.
- A Council resolution is required that will indicate the topic/issue, who Council will be meeting with and to provide travel authorization.
- Those Council members in attendance at the meeting will be required to provide either a verbal or written update to those Council members who could not attend.

Annual Budget Allocation:

This expense will be allocated to the Council travel account and \$10,000 will be placed in each year's budget for this travel.