

Policy Subject / Title - FCM ATTENDANCE

GENERAL PURPOSE OF POLICY

- 17.1 It shall be the policy of Region of Queens Municipality to have a standard policy for elected council members which clearly outlines who is eligible to attend Federation of Canadian Municipalities (FCM) conferences and events on behalf of the Municipality.

POLICY APPLICATION

- 17.2 This policy shall apply to all Members of Council, excepting any member who is limited from travel according to Council restrictions or budget limitations.

POLICY DETAILS

- 17.3 Council members eligible to be covered by this policy may apply for reimbursement for travel costs incurred when such costs are authorized by Council or Chief Administrative Officer according to the criteria noted below.
- 17.4 Council shall allocate certain funds in the annual operating budget to allow for the professional development of Members of Council, which may include attendance at FCM conferences.
- 17.5 Each year, Council shall consider allocating funding to support three members of Council attending the annual FCM conference.
- 17.6 Subject to budget limitations, each year, the Mayor and two members of Council shall be eligible to attend the annual FCM conference. If the Mayor is not able or available to attend, then the Deputy Mayor shall be eligible to attend in their stead.
- 17.7 Members of Council shall be afforded the opportunity to attend one FCM Conference during each four-year term in office. Those council members that attend in any year of their four-year term shall not be eligible for selection in future years of the same term. For greater clarity, no Council Member may attend more than one FCM conference every four years, except the Mayor.
- 17.8 Each Council member authorized to attend an FCM conference shall be eligible for reimbursement for registration, travel, accommodations, meals and parking, subject to confirmation of attendance and submission of original receipts according to Policy 7 - Council and Staff Expenses. Council members are encouraged to carpool and seek the most appropriate accommodations and method of travel to limit costs.
- 17.9 Expenses incurred for other guests travelling with Members of Council are not eligible for reimbursement.

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- 17.10 In any year where there is more interest in attending excluding the Mayor (or designate), a draw will be conducted to determine who is afforded the opportunity to attend. This draw shall be conducted by the Mayor and only those eligible according to the terms and conditions of this policy shall be considered.
- 17.11 Within 30 days of return from any FCM Conference, each Member of Council attending shall provide a written report to Council outlining the sessions attended, information learned and significant issues discussed.

Approved by Council: May 8, 2018

Effective Date: May 8, 2018