

THE CORPORATION OF THE DISTRICT OF BURNABY

11 March 1966.

CHAIRMAN AND MEMBERS,
OF POLICY/PLANNING COMMITTEE.

Gentlemen:

The matter of requiring Council approval for an employee of the Municipality to attend a Convention, Seminar, or any variety of meetings was referred to me for consideration and recommendation.

It would appear unnecessary that Council should be required to deal with and give approval for employees to attend meetings that are in line with the duties they perform, if the required expenditure for same has been included in the budget.

I would recommend, therefore, that any employee may be authorized by his Department Head and the Municipal Manager to attend any meeting, conference, seminar, et cetera, provided:

- (a) That approval of the Department Head and Manager is given;
- (b) That the expenditure involved is included in the Budget;
- (c) That the expenditure is not in excess of \$200.00;
- (d) That the meeting is not held outside of Canada.

In the event that the person attending the meeting is a Department Head, then the only approval required would be that of the Municipal Manager, provided all other conditions were complied with.

Respectfully submitted,

J. H. Corsbie,
COUNCILLOR.

JC:eb