

Re: Conferences

On July 8, 1974, Council authorized two members on the Parks and Recreation Commission to attend a conference. It was suggested at the time that there is no need for Council to approve individual requests for authorization to attend conferences after Council has approved the Commission's budget which includes a total annual amount for this purpose. Council subsequently requested a report on a procedure that would prescribe how individual requests for attendance of Commissioners at conferences can be more effectively administered. Following is a report from the Municipal Treasurer on this matter.

RECOMMENDATION:

THAT annually, after passage of the annual budget, Council pass a motion appointing members of the Parks and Recreation Commission as delegates of Council for purposes of attending conferences as provided for in the annual budget (this must be passed by a 2/3 majority).

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TO: MUNICIPAL MANAGER

16 July 1974

FROM: MUNICIPAL TREASURER

File: C65

RE: CONFERENCES

Section 203(1)(d) of the Municipal Act reads:

The Council may, by an affirmative vote of at least two-thirds of all the members thereof, expend money
(d) for paying all or some of the expenses of delegates, whether members of the Council or otherwise, when, on instructions of the Council, they are representing the municipality outside the limits of the municipality

Up until 1966, members of boards such as the Parks and Recreation Commission and the Traffic and Safety Committee were only reimbursed for actual out-of-pocket expenses when attending conferences, seminars, etc. Loss of salary or wages was not recognized and proved to be burdensome in some cases.

The matter was discussed with the Department of Municipal Affairs who agreed that expenses referred to in Section 203(1)(d) included loss through the non-payment of salary or wages while a Council delegate was engaged in the business of the Corporation.

As a result, Council established the following policy in April 1966:

"that out-of-pocket expenses be paid to all delegates of the Council, other than Council members or staff, who are attending conventions, conferences, seminars, courses, or, in general, the business of this Corporation outside the limits of the Municipality, to an amount not to exceed \$45.00 per day."

Since that time, the policy has been changed to increase the rate to \$60.00 per day.

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The requirement that board members be delegates of Council remains in order to comply with Section 203(1)(d).

The suggestion that there should be no need for Council to approve specific attendances after funds required to finance the matter have been approved by Council in the annual budget has been discussed with the Municipal Solicitor. The Solicitor considers that Council could pass a motion annually appointing members of the Parks and Recreation Commission as delegates of Council for purposes of attending conferences as provided for in the annual budget.

RECOMMENDATION

THAT annually, after passage of the annual budget, Council pass a motion appointing members of the Parks and Recreation Commission as delegates of Council for purposes of attending conferences as provided for in the annual budget.

MUNICIPAL TREASURER



Per: H. B. Karras

HBK:ep

cc. Parks and Recreation Administrator