



REPORT TO COUNCIL

To: **Mayor Schaffer and Councillors**

Subject **Out of Province Conference Request – American Planning Conference (APA) – Gerald Minchuk** Report #: 16-048

From: Gerald Minchuk, MCIP, RPP
Director of Development Services & Economic Development

File #: 6410.00
Doc #:

Date: November 28, 2016

RECOMMENDATION:

1. THAT the Director of Development Services & Economic Development be authorized to attend the APA 2017 National Planning Conference in New York City to be held on May 6-9, 2017.
2. THAT all expenses be paid in accordance with the City's Travel Policy.

PURPOSE:

To seek approval for staff to attend an out-of-province conference.

POLICY:

The City's Travel and Expense Policy GE-10 requires City employees to receive Council approval to attend events outside of the Province of British Columbia.

COMMENTS & ANALYSIS:

The APA National Planning annual conference will be held in New York City from May 6-9, 2017. The early registration deadline is on February 3, 2017 in



order to save \$50 and increase the chance of obtaining the limited number of mobile workshops.

The conference represents an excellent educational opportunity to learn about the latest developments in city planning practice. The theme of the conference is, “Planning in Motion”, and offers a wealth of sessions and workshops and will ensure staff keep up to date with the latest developments in professional practice.

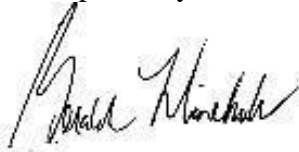
BUDGET IMPLICATIONS:

The total cost to attend the conference including registration, transportation, accommodation and per diem is approximately \$2,500.00 and is provided for within the Development Services & Economic Development Department’s budget.

ALTERNATIVES:

1. Deny the request to attend the APA 2017 National Planning Conference.

Respectfully Submitted,



Gerald Minchuk, MCIP, RPP
Director of Development Services & Economic Development

CHIEF ADMINISTRATIVE OFFICER’S COMMENTS:

I support the recommendation.



Francis Cheung, P. Eng.
Chief Administrative Officer

