



REPORT TO COUNCIL

To: **Mayor Schaffer and Councillors**

Subject **Out of Province Conference – Chief
Administrative Officer**

Report #: 17-057

From: Francis Cheung, P. Eng.
Chief Administrative Officer

File #:
Doc #:

Date: November 10, 2017

RECOMMENDATION:

THAT the Chief Administrative Officer be approved to attend the Canadian Association of Municipal Administrators Annual Conference in Fredericton, New Brunswick from May 28 to May 30, 2018 and the Federation of Canadian Municipalities Annual Conference in Halifax, Nova Scotia from May 31 to June 3, 2018.

PURPOSE:

The purpose of this report is to seek Council approval for staff to attend out of province conferences.

POLICY:

Section 5.2 of the City's Travel and Expense Policy GE-10 states that:

"Council must approve attendance of an Organization Member at an Event outside of the Province of British Columbia."

COMMENTS/ANALYSIS:

The plenary sessions, workshops and speakers programmed at the Canadian Association of Municipal Administrators (CAMA) Annual Conference and the Canadian Federation of Municipalities (FCM) Annual Conference will allow the Chief

Administrative Officer to learn about the latest developments in municipal administration, leadership skills, succession planning, employee retention and attraction, management techniques, sustainability strategies and successes, sustainable development strategies, safety and crime prevention, housing, and Canada's long-term infrastructure and transportation plan.

BUDGET IMPLICATIONS:

The estimated cost for the Chief Administrative Officer to attend the conferences is approximately \$3,000.00. There is sufficient funding in the Administration Department budget for this purpose.

ALTERNATIVES:

That the out of province request to attend the CAMA Annual Conference and the FCM annual Conference be denied.

Respectfully Submitted,



Francis Cheung, P. Eng.
Chief Administrative Officer

Attachments 1: 2018 CAMA Annual Preliminary Announcement
2: 2018 FCM Annual Preliminary Announcement