



Policy Name: Council Attendance at Conferences	
Date Approved: May 2, 2016	Date Reviewed:
Department: Administration	

Policy Statement:

The annual Federation of Canadian Municipalities' Conference (FCM) and the Union of Municipalities of New Brunswick's (UMNB) Conference are recognized as valuable opportunities for the sharing of information and networking. The Town of Riverview recognizes the importance of these conferences and as such, have adopted this policy to allow for attendance to each one by the Mayor and Councillors.

Purpose:

It is the intent and objective of this policy to ensure the Town of Riverview is properly represented at the FCM and UMNB Conferences and to provide Council with an opportunity for professional development training at both a National and Provincial level.

Procedure:

It is expected that all attendees will conduct themselves in such a manner to positively reflect the values of the Town of Riverview by attending all sessions punctually and professionally.

FCM Conference

- 1) A determination shall be made no later than the Regular Council meeting in February, of the three councillors who will attend that year's Convention of the Federation of Canadian Municipalities.
- 2) The Mayor shall be afforded the opportunity to attend the FCM annual conference. If unable to attend, the Deputy Mayor shall be given the opportunity to attend in his/her place.
- 3) As the annual conference is held in June, and municipal elections are held in May, no representatives will attend the conference in Year 1 of the four-year term, in order to avoid higher costs and complications in registering.
- 4) Those attending the conference shall be reimbursed for registration, meals, travel and accommodation, subject to the Town's established Travel Policy. If accompanied by a spouse/partner, all expenses will be the responsibility of the attendee with the exception of the Mayor's Reception and the Gala Reception & Dinner.
- 5) When the FCM is being held in one of the Maritime Provinces, all Councillors will be given the opportunity to attend and the budget for the conference will be increased for that year only.

UMNB Conference:

- 1) A determination shall be made no later than the Regular Council meeting in September, of any councillor who wishes to attend the annual conference of the Union of Municipalities of New Brunswick.
- 2) Those attending the conference shall be reimbursed for registration, meals, travel and accommodation, subject to the Town's established Travel Policy. If accompanied by a spouse/partner, all expenses will be the responsibility of the attendee with the exception of the Partner Meal Function.

Colin Smith
Chief Administrative Officer

Date

Ann Seamans
Mayor

Date