



POLICY TITLE: Council Conference Attendance Policy	POLICY NO: 2025-02
AUTHORITY: Council for the Corporation of the City of Greenwood	CLASSIFICATION: Council
EFFECTIVE DATE: May 26, 2025	MOTION: (105-25)
SUPERSEDES:	

1. Purpose

The purpose of this Policy is to establish a consistent approach to the selection of and attendance at municipal governance related events by elected Officials, including fiscal and report management from such events.

2. Scope

This Policy applies to all City of Greenwood elected Officials.

3. General

Conference attendance offers valuable opportunities for exchanging information, fostering networking connections, and promoting educational growth. By attending conferences, individuals and organizations alike can stay ahead of the curve, gain a competitive edge, and ultimately contribute more effectively to their respective municipalities.

Attendance at conferences will be available as follows:

Conference	Timeframe	Attended by:	Authorization by:
Union of BC Municipalities (UBCM)	Annually Late Sept. – Early Oct.	Two member of Council.	Policy
Association of Kootenay and Boundary Local Government (AKBLG)	Annually Late April – Early May	Three member of Council.	Policy

Any additional members of Council wishing to attend the FCM Conference must receive authorization by resolution of Council.

All Conferences/Workshops not listed require a Council resolution prior to arranging registration, travel, and reimbursement.

4. Expenditures

- I. Expenditures are managed in accordance with the City’s *Council Remuneration and Expense Policy*.
- II. Upon receipt of interest, the Clerk’s Office will complete registrations and bookings for

accommodations.

- III. Travel and Transportation reservations and bookings (i.e. securing a shuttle, car rentals, airfare) will be at the sole responsibility of the elected Official.
- IV. The City will pay direct or re-imburse the following event related expenses:
 1. Registration fees;
 2. Accommodation expenses (including parking);
 3. Transportation to and from the event location;
 4. Food and beverage costs in accordance with the City's *Council Remuneration and Expense Policy*;
 5. Other costs if deemed necessary by the CAO and Municipal Clerk for participation at the event.
- V. Meals will not be paid for day(s) where such is included in a conference/training/meeting package.
- VI. Selections on the above items must endeavor to achieve the best reasonable value at no reduction to accustomed living standards, while considering public scrutiny.
- VII. Prior to incurring such an expense, research on alternative modes of transportation (car rentals, airfare, shuttles) must be identified by the elected Official's as a comparable rate and supplied to the Municipal Clerk for budgeting purposes.
- VIII. Additional costs associated with companion attendance (i.e., +1 banquet tickets/additional accommodation costs) will be at the sole responsibility of the elected Official and are not reimbursed by the City.
- IX. All alcoholic beverages will be at the sole responsibility of the elected Official and are not reimbursed by the City.
- X. Elected Officials must submit an Expense Form identified within the City's *Council Remuneration and Expense Policy* within thirty (30) days from the conclusion of the event.
- XI. If an elected Official chooses to cancel their attendance, all efforts will be made to either cancel registration and accommodation, or transfer arrangements to another participant.

5. Attendance

- I. When representing the City at events, elected Officials will adhere to The City of Greenwood Council's Code of Conduct, together with any other relevant policies and legislation.
- II. Should an election Official be involved in a delegation at an event, they will discuss the topic beforehand with the Chief Administrative Officer and Office of the Mayor to ensure understanding of Administration's viewpoint, thus allowing a united approach on issues.
- III. Upon returning to the municipality at the end of an event, and at the next Regular Meeting of Council, the elected Official will prepare a verbal summary of their experience at the event and do so under the Council Reports section of the meeting.