



# CORPORATION OF THE TOWNSHIP OF ESQUIMALT

Municipal Hall  
1229 Esquimalt Road  
Esquimalt, B.C. V9A 3P1

## Legislation Text

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### REQUEST FOR DIRECTION

**DATE:** June 4, 2019

Report No. ADM-19-016

**TO:** Laurie Hurst, Chief Administrative Officer

**FROM:** Anja Nurvo, Director of Corporate Services

**SUBJECT:**

Amendment to Council Policy ADMIN-38 'Conference Attendance by Elected Officials'

**ESSENTIAL QUESTION:**

Does Council wish to provide direction on required revisions to Council Policy ADMIN-38 based on the recent Motion regarding conference attendance by Elected Officials?

**RECOMMENDATION:**

That the Committee of the Whole receive Staff Report ADM-19-016 for information, provide any additional direction to staff as the COTW considers advisable, and direct staff to prepare a report for Council's consideration.

**BACKGROUND:**

A copy of existing Council Policy ADMIN-38 is attached. This Policy was last revised on February 23, 2015 to provide in clause 2 that "Members of Council may attend the annual or like national conferences [of FCM] twice per four year term."

The Policy was subsequently reviewed at the Committee of the Whole meeting held on October 17, 2016. At that meeting, Council passed the following Motion:

"That the Committee of the Whole receive Staff Report No. ADM-16-025 for information, provide direction that no further revisions are required to Council Policy ADMIN-38, direct staff to include in the core budget, starting with the 2017 budget, the cost of all members of Council to attend both the AVICC and UBCM conferences on an annual basis."

As directed, the practice for the next few years was for staff to include in the draft budget the full amount for all members of Council to attend both AVICC and UBCM, and during budget deliberations Council directed that the amount be reduced. Accordingly, staff has resumed the previous practice of including in the core budget the amount for 3 members of Council to attend both the AVICC and UBCM, and including as a supplemental request the amount for the remaining 4 members to attend for that year. During budget deliberations, Council would determine how many members of Council

were planning on attending the conferences for that year and the budget amount would be adjusted accordingly.

At the Council meeting held on May 6, 2019, Council passed the following Motion:

**“WHEREAS:** Council wishes to ensure a level of taxation that is fair and appropriate for Esquimalt residents, it is necessary to reduce expenses for the 2019 budget

**AND WHEREAS:** It is necessary for Council to pursue professional development to improve governance skills and facilitate relationship with other municipalities

**THEREFORE BE IT RESOLVED:** That Council establish a professional development schedule and budget for each member of council extending a two year time period.”

The attached Draft Revised Council Policy ADMIN-38 incorporates Council’s direction from the May 6<sup>th</sup> Council meeting. The proposed revisions to the Policy are highlighted in yellow for ease of reference.

#### **ISSUES:**

During budget preparation for 2019, staff, in accordance with the previous practice, included in the Core Budget the amount of \$29,750, which included:

- 3 members of Council to attend UBCM (\$3,500 each)
- 3 members of Council to attend FCM (\$3,500 each)
- 3 members of Council to attend AVICC (\$1,200 each)
- FCM Director originally approved for Councillor Hundleby (\$3,150)
- Mayor’s allowance for \$2,000 in accordance with Council Policy ADMIN-38.

Staff also included a Supplemental request for \$22,920 for 4 additional members of Council to attend UBCM, and AVICC as well as for all of Council to attend the Local Government Leadership Academy (LGLA). However, during budget deliberations, Council did not approve the recommendation to include the entire supplemental request. Therefore the 2019 total budget for Conference attendance is \$29,750, which was the same amount as the Core budgets for 2017 and 2018.

To date, members of Council have attended or are scheduled to attend the following Conferences for 2019:

1. LGLA February 13-15, Parksville (2 at \$925 = \$1,850):
  - Councillor Jacob Helliwell
  - Councillor Jane Vermeulen
2. AVICC April 12-14, Powell River (4 at \$1,200 = \$4,800):
  - Councillor Meagan Brame
  - Councillor Jacob Helliwell
  - Councillor Lynda Hundleby
  - Councillor Tim Morrison
3. FCM May 30-June 2, Quebec City (5 at \$3,500 = \$17,500):

- Councillor Ken Armour
- Councillor Meagan Brame
- Councillor Jacob Helliwell
- Councillor Lynda Hundleby
- Councillor Tim Morrison

4. UBCM Sept 23-27, Vancouver (3 at \$3,500 = \$10,500)
  - Mayor Barbara Desjardins
  - Councillor Tim Morrison
  - Councillor Jane Vermeulen

The total approximate cost of Council attendance at Conferences for 2019 based on the above attendance and budget allocation is \$34,650, which is \$4,900 over the approved 2019 Budget amount of \$29,750.

Setting a two year schedule for conference attendance for Council will assist in preparation of the financial plan by confirming the annual core and supplemental amounts to be included for the current and following year.

**ALTERNATIVES:**

1. That the COTW receive Staff Report ADM-19-016 for information, provide any additional direction to staff as the COTW considers advisable, and direct staff to prepare a report for Council's consideration.
2. That the COTW provide alternative direction to staff.
3. That the COTW request further information from staff.