

Amendment to Council Policy C01-013 - Conferences – Attendance Criteria (Members of Boards, Commissions and Committees)

ISSUE

Policy C01-013 – Conferences – Attendance Criteria provides for criteria for members of Boards, Commissions and Committees to attend conferences including a provision for each request to be approved by City Council. This report is seeking approval to amend City Council Policy C01-013 to remove the criteria that each request requires the approval of City Council.

RECOMMENDATION

That the Standing Policy Committee on Finance recommend to City Council:

1. That Policy C01-013 – Conferences – Attendance Criteria be updated as outlined in this report;
2. That the City Clerk be requested to update Policy C01-013, Conferences – Attendance Criteria, as outlined in this report; and
3. That the City Solicitor be instructed to make the necessary amendments to Bylaw No. 9170, *The Procedures and Committees Bylaw, 2014*.

BACKGROUND

City Council Policy C01-013 – Conferences – Attendance Criteria became effective December 17, 1979, with one update on September 12, 1989. The purpose of the policy is to enable persons appointed to Boards, Commissions and Committees to attend appropriate conferences and seminars which will facilitate them in the performance of their duties.

Section 3 provides for members of Boards, Commissions and Committees to attend conferences provided: a) each request is approved by City Council; b) funds have been provided for in the City's approved Operating Budget; and c) the conference will be a direct benefit to the City of Saskatoon.

Bylaw No. 9170 *The Procedures and Committees Bylaw, 2014*, Schedule "G", Subsection 3(c) provides for the approval of requests by persons appointed to Boards, Commissions and Committees to attend conferences and seminars as a delegated authority to the Standing Policy Committee on Finance.

The Standing Policy Committee on Finance, at its meeting held on September 16, 2019, during consideration of conference attendance requests for members of committees,

resolved, in part, that the Administration review the Conferences – Attendance Criteria Policy (C01-013) regarding the approval of conference attendance requests.

DISCUSSION/ANALYSIS

City Council Policy C01-013 – Conferences – Attendance Criteria (the Policy) states that members of Boards, Commissions and Committees may attend conferences provided:

- a) each request is approved by City Council;
- b) funds have been provided for in the City’s approved Operating Budget; and
- c) the conference will be of direct benefit to the City of Saskatoon.

Bylaw No. 9170 *The Procedures and Committees Bylaw, 2014*, Schedule “G”, Subsection 3(c) provides for the approval of requests by persons appointed to Boards, Commissions and Committees to attend conferences and seminars as a delegated authority to the Standing Policy Committee on Finance. At its meeting held on September 16, 2019, the Committee considered conference attendance requests and noted that individual requests were not regularly submitted for approval in the past. A review of the process in recent years suggests that these requests have been dealt with through City Council’s approval of the Committee’s annual budget. Committee budgets are administered and monitored by the City Clerk’s Office and conference attendance requests are vetted through the Committee in accordance with its allocated budget.

The Controlled Corporations and Statutory Boards each provide for conference attendance in their annual budgeting process and no individual requests are brought forward for Council approval.

Policy C01-013 was last reviewed September 12, 1989. It is being recommended that the policy be updated to remove the requirement for individual requests to be submitted to City Council for approval (outside of the budget approval process); to reflect in Section 4 of the Policy that the City Clerk’s Office is responsible for the administration of the policy and further that the Standing Policy Committee on Finance is responsible for updates to the Policy.

FINANCIAL IMPLICATIONS

There are no additional financial implications outside of conference attendance inclusions in the respective Board, Commission and Committee approved budgets.

OTHER IMPLICATIONS

There are no privacy, legal, social or environmental implications identified.

NEXT STEPS

If approved, the Policy will be updated as outlined in the report and the Bylaw amendments brought forward in due course.

APPENDIX

1. [Policy C01-013 Conferences – Attendance Criteria Policy](#)

Report Approval

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Reviewed and Approved by: Joanne Sproule, City Clerk

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