



**POLICY ON ATTENDING MUNICIPAL RELATED  
CONFERENCES, BOARDS, COMMITTEES AND  
COMMISSIONS, PROFESSIONAL DEVELOPMENT,  
AND SOCIAL ACTIVITIES**

<b>Policy Number</b>	P2023-02
<b>Classification</b>	GOV
<b>Effective Date</b>	2024-01-15
<b>Approval Authority</b>	COUNCIL
<b>Supersedes</b>	1989-07
<b>Mandated Review</b>	Annually

## 1. PURPOSE

City Council wishes to ensure adequate representation and provide all Council members an equal opportunity to attend conferences, to chair on boards, committees and commissions, to receive professional development and to attend social activities related to the municipality.

It is the policy of the City of Bathurst to reimburse elected officials who are required to travel on City business as stipulated in *Policy 2001-05 – Travel by Employees and Elected Officials*.

## 2. SCOPE

This Policy applies to all Elected Officials of the City.

## 3. DEFINITIONS

- (1) **CITY** means the City of Bathurst
- (2) **COUNCIL** means the mayor and councillors of the municipality

## 4. POLICY STATEMENT

### 1. PROCEDURE

#### a) Municipal Related Conferences

##### i) FCM (Federation of Canadian Municipalities)

The Mayor and all members of council may choose to attend the Federation of Canadian Municipalities (FCM) Annual General Meeting.

Council will budget accordingly during budget deliberations.

**ii) AFMNB (Association francophone des municipalités du N.-B.)**

The Mayor will attend the Round Table discussions in the spring.

The Mayor and all members of council may choose to attend the Annual General Meeting in the fall.

Council will budget accordingly during budget deliberations.

**iii) UMNb (Union of the Municipalities of New Brunswick)**

The Mayor and all members of council may choose to attend the Union of the Municipalities of New Brunswick (UMNB) Annual General Meeting.

Council will budget accordingly during budget deliberations.

**b) Committees, Boards, and Commissions**

Council members shall be appointed to committees, boards and commissions at an organization meeting of the Council.

Council will budget accordingly during budget deliberations. However, Council will not budget for the expenses incurred for mileage while travelling on behalf of a commission, as stipulated in *Policy 2001-05 – Travel by Employees and Elected Officials*.

**c) Professional Development**

During budget deliberations, Council shall determine who will attend professional development sessions and will budget accordingly.

**d) Social Activities**

During budget deliberations, Council shall determine which social activities to attend for the following year and will budget accordingly.

**2. EXPENSE ACCOUNTS**

Elected Officials will be provided with individual discretionary expense accounts that will be determined annually to provide necessary funding for conferences, professional development, and social activities. Expenses include registrations, transportation, lodging, meals and other travel expenses.

The amount established regarding expenses is:

Mayor: \$2,500  
 Deputy Mayor and Councillors: \$1,000

If the Mayor asks to be replaced by another councillor or senior official at an event, the expenses incurred will be covered in the Mayor's budget, and the request should be indicated on the expense claim signed by the Mayor.

### 3. PUBLISHING OF EXPENSES

Elected Officials' travel and other expenses shall be published quarterly.

### 5. RELATED POLICIES

- *Policy 2001-05 – Travel by Employees and Elected Officials*

### 6. REVISION HISTORY

<b>Date (mm/dd/yyyy)</b>	<b>Description of Change</b>	<b>Sections</b>	<b>Person who Entered Revision (Position Title)</b>	<b>Person who Authorized Revision (Position Title)</b>
12/16/2024	Remove	8 Cities (Cities of New Brunswick Association) – no longer exists and CENB – Council does not attend	A. Parker, City Clerk	Council
12/16/2024	Change year to 2025	Procedure	A. Parker, City Clerk	Council
12/15/2025	Remove specific year	Procedure	A. Parker, City Clerk	Council