



Deep Roots  
Greater Heights

**POLICY STATEMENT**  
**District of Maple Ridge**

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| <b>Title:</b> Council Training, Conferences and Association Building   | <b>Policy No:</b> 3.07  |
|  | <b>Supersedes:</b> 3.05 |
| <b>Authority:</b> <u>Council</u>   | <b>Effective Date:</b>  |
| <b>Approval:</b> <u>January 5, 2009</u>  | <u>January 6, 2009</u>  |
| <b>Policy Statement:</b>   |                         |
| Municipal Council will review the Legislative Services budget at least annually. Adjustments to established budgets will be considered as part of the District's Business Planning process.  |                         |
| <b>Purpose:</b>  |                         |
| Council members are asked to make important decisions on behalf of the citizens of Maple Ridge. Continuous learning and association building are important in carrying out this duty.  |                         |
| The District supports training and association building and many such opportunities arise throughout the year. Financial resources are limited so the costs versus the benefits must be weighed and priorities established. At the end of each fiscal year, within the current term of office, members of Council may carry-forward unspent conference and self-directed training monies to the following year.  |                         |
| <b>Definitions:</b>  |                         |
| <ol style="list-style-type: none"> <li><b>1. Conferences</b><br/>This category refers to learning opportunities such as the annual Union of BC Municipalities Convention, the annual Federation of Canadian Municipalities conference, and the annual conference of the Lower Mainland Local Government Association.</li> <li><b>2. Council approved external committee work</b><br/>This category refers to training and networking opportunities that arise out of Council approved external committee work. Examples of such work include appointments to FCM or UBCM committees.</li> <li><b>3. Self Directed Training</b><br/>This category refers to training, workshops or conferences that individual members of Council may wish to participate in that are not included in the first two categories. Its purpose is to allow Council members to develop skills and knowledge relating to their role as a member of the governing body of Maple Ridge.</li> </ol> |                         |

#### **4. Association Building**

This category refers to local events that individual members of Council may wish to participate in. Its purpose is to allow Council members to network and develop relationships relating to their role as a member of the governing body of Maple Ridge.

#### **5. Cost/Benefit Analysis**

The following criteria will be used to evaluate participation in training, conference and association building opportunities:

- i) Does the work done by the body / committee support Council's Strategic Plan?
- ii) Does the body / committee make decisions that could impact Maple Ridge?
- iii) Does the organization provide support to Maple Ridge? (financial or otherwise)
- iv) Does participation help fulfill their duties & responsibilities?
- v) Does participation provide valuable networking opportunities?



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**PROCEDURE (OPERATING REGULATION)**  
**District of Maple Ridge**

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|---|--|----------------|------------------------------|----------------|---|
| <p><b>Policy Title: Council Training, Conferences and Association Building</b></p>  | <p><b>Policy Number: 3.07</b><br/><b>Supersedes No. 3.05</b></p> |                |                              |                |   |
| <p><b>Authority: <u>Council</u></b><br/><b>Approval: <u>January 5, 2009</u></b></p>   | <p><b>Effective Date:</b><br/><b><u>January 6, 2009</u></b></p>  |                |                              |                |   |
| <p><b>1.0 Policy Statement (adopted):</b><br/><br/>Municipal Council will review the Legislative Services budget at least annually. Adjustments to established budgets will be considered as part of the District's Business Planning process.</p>  |  |                |                              |                |   |
| <p><b>2.0 Key Areas of Responsibility</b></p> <p><b>Action to Take</b></p> <ol style="list-style-type: none"> <li>1. In September of each year Council, in conjunction with their Finance officer, will review current year expenditures, estimate costs to year-end and consider adjustments for the ensuing financial planning period. <ul style="list-style-type: none"> <li>• The current budget allocation is as follows and has been accommodated within the overall budget for Legislative Services: <table data-bbox="186 1381 673 1501"> <tr> <td><b>Mayor (annually)</b></td> <td><b>\$6,500</b></td> </tr> <tr> <td><b>Councillor (annually)</b></td> <td><b>\$5,000</b></td> </tr> </table> </li> </ul> </li> <li>2. While arrangements for these events must be coordinated through the Executive Assistant to the Mayor, responsibility and accountability for these allocations will rest with individual Council members.</li> <li>3. The Finance Department will provide a quarterly financial update to assist Council members in managing their allocations.</li> <li>4. Prior approval from Council will be required for expenditures in excess of budget.</li> </ol> | <b>Mayor (annually)</b>  | <b>\$6,500</b> | <b>Councillor (annually)</b> | <b>\$5,000</b> | <p><b>Responsibility</b></p> <p>Municipal Council<br/>Finance Officer</p> <p>Municipal Council<br/>Finance Officer</p> <p>Municipal Council<br/>Finance Officer</p> |
| <b>Mayor (annually)</b>   | <b>\$6,500</b>   |                |                              |                |   |
| <b>Councillor (annually)</b>  | <b>\$5,000</b>   |                |                              |                |   |

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| <p>5. An additional \$3,500 (per Council, not individual) is available to cover out-of-pocket expenses for specific committee work approved by Council. While many organizations are able to cover expenses for appointees, the purpose of this allocation is to provide assistance where such recovery is not possible.</p> |  |
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