



Policy Title:	Reporting Policy for Council Members Attending FCM and AUMA Annual Conferences
Policy Number:	CC022
Report Number:	IGA2006-13I
Adopted by/Date:	Council / 2006 May 15
Effective Date:	2006 May 15
Last Amended:	N/A
Policy Owner:	Deputy City Manager's Office – Intergovernmental & Corporate Strategy

BACKGROUND

At the 2006 April 6 Intergovernmental Affairs Committee meeting, Administration was requested to report back on the protocol for reporting back from participants who attend the Alberta Urban Municipalities Association (AUMA) and Federation of Canadian Municipalities (FCM) annual conferences. The motion was in keeping with Council Priority 5.5 "Fully utilize AUMA and FCM and be active at their conventions".

PURPOSE

The purpose of the policy is to enhance and facilitate communication between Members of Council, and with Administration, on key issues arising from the FCM and AUMA Annual Conferences.

POLICY

The Administration has developed a more formalized reporting structure for Members of Council who attend FCM and AUMA conferences to enhance communication between Members of Council, and with Administration. With a more formalized structure, Councillors will be asked to identify which conference sessions they will be attending. This will help to ensure that The City of Calgary has representation at all key presentations, resolutions and seminars and that any information gathered will be reported back to Council and Administration through the Intergovernmental Affairs Committee (IGA).

PROCEDURE

Pre-Conference



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- Prior to the FCM and AUMA annual conference, Intergovernmental Affairs staff will contact the Office of the Councillors to obtain a list of confirmed attending Councillors.
 - Intergovernmental Affairs staff will provide a checklist of the conference sessions to the attending Councillors.
 - Councillors to confirm (via checklist) which seminars, workshops, resolution sessions, keynote addresses, plenary sessions, bear-pit sessions and study tours they will attend. Checklists are to be completed at least one week prior to attending the conference.

Conference

- At least two Councillors to attend a Keynote Address given by a senior political figure (Prime Minister, Leaders of Opposition or Senior Ministers).
- At least two Councillors to attend the Resolution Session(s) and all plenary sessions.
- At least one Councillor to attend each of the concurrent Dialogue with Ministers Sessions (bear-pit session) held annually at the AUMA Convention.

Post-Conference

- Upon return, and at the earliest possible time, Councillors who attended sessions indicated on the checklist will debrief Intergovernmental Affairs staff.
- The Council representative(s) for FCM and AUMA, with the assistance of Intergovernmental Affairs staff, will prepare a report to the Intergovernmental Affairs Committee on key conference activities.

AMENDMENT

Date of Council Decision	Report/By-Law	Description



REVIEWS

Date of Policy Owner's Review	Description
2019 June 28	Policy Owner change from "City Manager" to "Deputy City Manager's Office – Intergovernmental & Corporate Strategy"
2013 October 21	Pursuant to Bylaw 40M2011, discontinue the use of the title "Alderman" in favour of the title "Councillor"