

**COUNCIL TRAVEL POLICY**  
**Council Policy No. 33/11**

**PURPOSE:**

To allow members of Council the authorization to schedule special meetings with Ministers, Ministry staff and energy companies to promote the City and convey its initiatives.

**POLICY:**

Members of Council will be authorized to travel:

- To Victoria for meetings with Provincial Ministers and staff as required to convey the City's future growth and development and/or emerging issues that the City is dealing with.
- To meet with representatives from the energy sector to promote Fort St. John as the regional service centre in Northeastern BC.

**Scheduling of Meetings Criteria:**

- Council is required to discuss and identify the topics/issues for the meeting(s) they are requesting staff to coordinate in accordance with this policy. This reiterates that this is an issue/topic that is important to Council as a whole and to ensure that all of Council is aware of the issue.
- A Council resolution is required that will indicate the topic/issue, who Council will be meeting with and to provide travel authorization for this issue.
- Those Council members in attendance at the meeting will be required to provide either a verbal or written update to those Council members who could not attend.

**Annual Budget Allocation:**

This expense will be allocated to the Council travel account and \$10,000 will be placed in each year's budget for this travel.