



LAC LA BICHE COUNTY POLICY

TITLE: COUNCILLOR CONFERENCE ATTENDANCE	POLICY NO: CS-11-004
RESOLUTION: 12.751/16.606	EFFECTIVE DATE: DECEMBER 11, 2012
LEAD ROLE: SENIOR MANAGER, LEGISLATIVE SERVICES	NEXT REVIEW DATE: APRIL 30, 2018
SPECIAL NOTES/CROSS REFERENCE: AC-014, AC-11-004	AMENDMENT DATE: June 21, 2016 (only review date was updated)

POLICY STATEMENT:

1. Lac La Biche County encourages Members of Council to attend conferences, educational opportunities and networking events, as these functions provide valuable learning, networking and promotional opportunities that enrich the governance function of County Council. It is necessary and desirable to establish the appropriate level of participation from Council for these occasions.
2. Each Member of Council shall be provided with a budget for attendance at conferences, training and/or networking opportunities.
3. Provided that budget funds are available, Members of Council are permitted to attend:
 - a. the AAMDC (Alberta Association of Municipal Districts and Counties) spring and fall conventions;
 - b. the AUMA (Alberta Urban Municipalities Association) annual convention;
 - c. the FCM (Federation of Canadian Municipalities) annual convention;
 - d. the Provincial Agricultural Services Board Summer Tour;
 - e. courses and seminars available through the Elected Officials Education Program; and
 - f. the conferences/functions which pertain to the boards or committee that they have been appointed to.
4. In addition to Clause 3 above, and in recognition of the Mayor's ex officio role, the Mayor shall register for conferences/functions at their discretion.
5. Should a Councillor need to cancel their conference (or other opportunity) attendance and there are expenses relative to the registration that must be paid:
 - a) In consultation with Members of Council, Administration will endeavor to find an alternate attendee from Council or Administration, where the associated costs would be allocated to the alternate attendee. In this instance and notwithstanding Clause 3(f), the alternate may not necessarily be appointed to a board or committee which the conference pertains to; or

- b) If an alternate cannot be determined, the associated costs shall be allocated to the budget allotment for that Member of Council which originally registered and could not attend.
- 6. Additional costs associated with companion attendance will be invoiced personally to the Member of Council. Should the companion be unable to attend the function, and costs are incurred, these costs remain the responsibility of the Member of Council.
- 7. Compliance with this policy is the responsibility of each individual Councillor in cooperation with County Council as a whole. Any matter outside the provisions of this policy shall be forwarded to Council for its decision.

“Original Signed”
Chief Administrative Officer

June 24, 2016
Date

“Original Signed”
Mayor

June 24, 2016
Date