



LAC LA BICHE COUNTY POLICY

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| 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, 2022 |
| SPECIAL NOTES/CROSS REFERENCE: AC-014, AC-11-004 | AMENDMENT DATE: March 12, 2018 |

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. Council member attendance at conferences shall be determined through resolution at a meeting of Lac La Biche County Council. Attendee numbers and eligibility for attendance shall be at the discretion of Council.
4. 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.
5. 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.
6. After attending a conference, Council Members are required to submit a Conference Attendance Report to ensure knowledge gained is shared within the organization. Reports should be submitted to Administration for inclusion in the agenda package and presented by the Council

member at the next scheduled Regular Council Meeting. The Conference Attendance Report form is attached to this policy as Schedule A.

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.
8. When representing Lac La Biche County Council at conferences, training, and/or networking opportunities, elected officials will adhere to the Council Members' Code of Conduct Bylaw and other relevant legislation including, but not limited to, the Municipal Government Act.

"Original Signed"
Chief Administrative Officer

March 16, 2018

"Original Signed"
Mayor

March 21, 2018



CONFERENCE ATTENDANCE SUMMARY REPORT

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|--|--|
| Council Member Name: | |
| Conference Summary Presented to Council (date): | |

Conference Details

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|-------------------------|--|
| Conference Name: | |
| Date(s): | |

Conference Report

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| Sessions Attended: | |
| Networking Highlights: | |
| Key Takeaway Messages: | |
| Were there any resources that would be of value to share? (ie websites, handouts, resolutions, agendas, etc.) | |

Signature: _____

Date: _____