

Lac La Biche County *Policy*

TITLE: Elected Official Conference Attendance

POLICY NO: GOV-11-004

RESOLUTION: 22.359

EFFECTIVE DATE: December 12, 2012

DEPARTMENT RESPONSIBLE:
Legislative Services

NEXT REVIEW DATE: April 30, 2025

POLICY STATEMENT:

Lac La Biche County encourages Elected Officials to attend conferences and other 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 authorities and principles for Elected Officials to attend conferences and other events.

DEFINITIONS:

Events - Events, as referenced in this Policy, shall include conventions, workshops, training, seminars, meetings and symposiums related to duties as Elected Officials.

PRINCIPLES:

1. Elected Officials may incur expenses to attend conferences and other events subject to the provisions of this policy. In doing so, the following overarching principles apply:
 - a. Elected Officials should demonstrate a prudent and responsible use of resources focusing on transparency and accountability.
 - b. Expenses should support County objectives and align with Council's strategic priorities.
 - c. Expenses should be able to withstand public scrutiny and be appropriate.
2. Each Member of Council shall be provided with a budget for attendance at conferences and other events. to be approved annually during Council budget deliberations.
 - a. Administration will present Council's draft budget to include equal funds for each Elected Official to attend:
 - Alberta Municipalities (AM) Annual Convention;
 - Rural Municipalities of Alberta (RMA) Spring and Fall Conventions;
 - Federation of Canadian Municipalities (FCM) Annual Convention;
 - Legal Seminars; and
 - Other conferences and events.
3. Each Elected Official is authorized by Council to utilize their approved conference budget at their discretion. For further clarity, Elected Officials are not mandated to attend the conventions listed above and may decide to utilize their budget to attend alternate conferences or events.
4. In addition to the conferences and events budget, a budget for mandatory training requirements as a result of participation on specific boards or committees (i.e. Subdivision Development Appeal Board – SDAB) will be provided when required.

5. Should an Elected Official need to cancel their 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; or
 - b. If an alternate cannot be determined, the associated costs shall be allocated to the budget allotment for that Elected Official which originally registered and could not attend.
6. Additional costs associated with companion attendance will be invoiced personally to the Elected Official. Should the companion be unable to attend the function and costs are incurred, these costs remain the responsibility of the Elected Official.
7. Elected Officials will provide an update on the conferences and events attended through submission of a conference attendance report during the Councillor Reports discussion at Regular Council Meetings. Conference attendance reports may be verbal or in writing. If an Elected Official wishes to submit a written report, Administration will include the same in the agenda package for the next Regular Council Meeting.
8. Compliance with this policy is the responsibility of each individual Elected Official in cooperation with Council as a whole. Any matter outside the provisions of this policy shall be forwarded to Council for its decision.
9. When representing Lac La Biche County Council at conferences and events, 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

June 3, 2022

 Date

"Original Signed"

 Mayor

June 6, 2022

 Date

SPECIAL NOTES/CROSS REFERENCE: Previously titled: Councillor Conference & Events Attendance Policy (CS-11-004)

AMENDMENT DATE: July 23, 2019; May 3, 2022.