



County of Wetaskiwin No. 10 Municipal Policy

Department:

11.0 Council

Policy No.

11.0.3

Title Councillor Attendance at Conferences/Meetings

1. Policy Statement:

1.1. This Policy outlines the registration, attendance and payment of related fees and expenses for Council attendance at conferences/meetings.

2. Responsibilities:

2.1. Administration is responsible, with the exception of FCM, to ensure registration and accommodations for Council.

3. Guidelines:

3.1. Council approves the attendance of Council at the following events:

3.1.1. Rural Municipalities of Alberta (RMA) Spring & Fall Convention.

3.1.2. Pembina Zone 3 Meeting

3.1.3. Federation of Canadian Municipalities (FCM) Annual Conference & Trade Show

3.1.4. Brownlee LLP Emerging Trends

3.1.5. Elected Officials Education Program (EOEP)

3.1.6. Council attendance at conferences as recommended by Administration and shall be a separate line budget item.

3.1.7. The County shall budget yearly for conferences, meetings and events as required for the Chief Elected Official Spokesperson in fulfillment of their duties.

3.2. Approval for attendance at any other meeting or conference must be received from Council prior to registration.

3.3. Councillors will advise the Executive Assistant should they not be able to attend an event they have been registered for.

3.4. Attendance at the annual FCM Conference will be limited to a maximum of three (3) Councillors appointed yearly by Council. Should the annual Conference be hosted in Alberta, all Council will be approved to attend.

3.5. Expenses for approved attendance at conferences/meetings will be reimbursed as follows:

3.5.1. One day attendance or less: Receipts for expenses must be submitted for reimbursement. Approved expenses might include parking fees, lunch and mileage.

3.5.2. More than one day attendance: Pursuant to Subsistence & Travel Policy 12.2.7.

3.6. Each Councillor has discretionary use of up to 500 kilometres per month to attend County business.

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3.7. It is expected that all delegates will conduct themselves in such a manner to positively reflect the values of the County by attending all sessions punctually and professionally.

4. Related Documents:

4.1. Expense Claim Form

4.2. Subsistence and Travel Policy 12.2.7

Previously Signed

 Scott MacDougall, CAO

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 Resolution