LAC LA BICHE COUNTY POLICY

TITLE: COUNCILLOR CONFERENCE & EVENTS ATTENDANCE	POLICY NO: CS-11-004
RESOLUTION: 19.691	EFFECTIVE DATE: DECEMBER 11, 2012
LEAD ROLE: LEGISLATIVE SERVICES	NEXT REVIEW DATE: JULY 23, 2023
SPECIAL NOTES/CROSS REFERENCE: CS-11-000	AMENDMENT DATE: JULY 23, 2019

1. POLICY STATEMENT:

Lac La Biche County encourages Members of Council 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 appropriate level of participation from Council for these occasions.

2. DEFINITIONS:

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

3. ATTENDANCE

(a) Provided budget is available, Council members are permitted to attend conferences and events hosted by the following:

- Alberta Urban Municipalities Association (AUMA);
- Rural Municipalities of Alberta (RMA);
- Federation of Canadian Municipalities (FCM);

(b) Council member attendance will also be permitted at the following events (not necessarily tied to committee appointments) within the Province of Alberta, pending budget availability:

- One-day events
- Law workshops/seminars/training

(c) For conferences and events in the Province of Alberta related to a Council member's appointment as a Lac La Biche County representative on an internal and/or external committee, the primary Council appointee(s) is permitted to attend, subject to budget availability. In the event the primary appointee(s) is not able to attend, the alternate's attendance shall be determined through resolution at a meeting of Lac La Biche County Council. Committee related conferences and events include:

- o Alberta Community Crime Prevention Association Conference
- o Agricultural Services Board Conference & Agricultural Services Board Provincial Tour
- o Alberta Bilingual Municipalities Association
- o Alberta Library Conference
- o Alberta Parks & Recreation Association Conference
- o Alberta Rural Development Network Conference
- o Alberta Seniors Communities & Housing Association Conference
- o Alberta Sport Leadership Conference
- o Family & Community Support Services Association of Alberta Conference
- o Farm to Market to Table Conference
- o Federation of Alberta Gas Co-Ops AGM & Trade Fair
- o Northern Lights Library System Conference
- o Power Up North

(d) Except for those conferences and events hosted by the Associations listed in 3(a), Council member attendance at conferences and events outside of the Province and/or Country, 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.

(e) Council members may bring forward other conferences and events for consideration by Council, pending budget availability. Council shall approve a Council member's attendance through a resolution of Council made at a Regular Council Meeting or a Special Council Meeting.

4.   BUDGET

(a) Each Member of Council shall be provided with a budget for attendance at conferences and other events that is to be determined annually during Council budget deliberations.

(b) 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.   PROCEDURE

(a) Should a Councillor need to cancel their conference (or other opportunity) attendance and there are expenses relative to the registration that must be paid:

    i.   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(c), the alternate may not necessarily be appointed to a board or committee which the conference pertains to; or

    ii.   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.

(b) 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.   REPORTING

(a) Council Members will provide an update on the conferences and events attended through submission of a written Conference Attendance Report or during the Councillor Reports discussion at a Regular Council Meeting to ensure learnings are shared within the organization. If a Councillor wishes to submit a written report, it 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

(a) 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.

(b) 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"   July 24, 2019
Chief Administrative Officer   Date

"Original Signed"   July 25, 2019
Mayor   Date

Lac La Biche County
welcoming by nature.

CONFERENCE ATTENDANCE SUMMARY REPORT

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

Conference Details	
Conference Name:	
Date(s):	

Conference Report	
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: _____