

Department: Government Services	Section: Council
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CC-04 Council Convention, Conference, Seminar & Workshop Registration

Policy Statement

Leduc 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.

Standards

1. Conventions, Conferences, Seminars and Workshops

- a) Approval of all council members to attend the following:
 - Agricultural Service Board (ASB) Tour
 - Brownlee LLP Emerging Trends Seminar
 - Community Planning Association of Alberta (CPAA) Conference
 - Provincial Agricultural Service Board Conference
 - Regional Agricultural Service Board Conference
 - Reynolds, Mirth, Richards & Farmer (RMRF) Municipal Law Seminar
 - Rural Municipalities of Alberta (RMA) Spring and Fall Conferences
- b) Approval of selected council members to attend on a rotational basis:
 - Federation of Canadian Municipalities (FCM) Conference – maximum of three (3) council members (to be determined on a rotational basis by division), or their designate(s); and further when the FCM convention is held in Alberta all members of Council be authorized to attend.
- c) Approval of selected council member representatives appointed on boards and committees, as determined at the annual Council Organizational meeting and identified on the Internal and External Appointments to Boards and Committees document, to attend conferences and/or events associated with their committee/board appointments.

2. Other Luncheons & Meetings

- a) That council members be authorized, at each's discretion, to attend the following:
 - Chambers of Commerce Events within the Region
 - Economic Development Authority Functions
 - Edmonton Global Events
 - Edmonton Metropolitan Region Board and Committee Events
 - Prayer Breakfasts offered throughout the Region
 - State of Address Events offered throughout the Region
 - Urban Development Institute (UDI) monthly meetings

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3. Other Expense Reimbursement

- a) Approval of costs for the councillors' spouse attendance at the Rural Municipalities of Alberta (RMA) fall conference banquet (generally the cost of meals and/or tickets for a spouse/guest will be the responsibility of councillors).
- b) Councillors will be reimbursed for the actual meal cost and/or other expenses incurred (receipt required) for attendance at any official function.
- c) That the Mayor (Chief Elected Official), or designate, be authorized to attend the Alberta Urban Municipalities Association (AUMA) Annual Conference.

Policy Responsibility/Authority

Council:

1. Council has the authority to pass resolution(s) at a regular council meeting to provide authority for attendance of council members at conventions, conferences, seminars, workshops and/or council approved business that are not included within this policy. Consideration of attendance at conventions will be based on the content/merit of the convention program.
2. The Mayor will be responsible to review expense claims of council members.
3. A council member will be responsible for reimbursing the County the registration fee(s) for non-attendance, unless due to extenuating circumstances as accepted/approved by Council.
4. A council member will attempt to ensure registration occurs before early incentive registration deadlines (if available).

Administration:

1. Administration will canvass council members to determine their desire to attend conventions, conferences, events, seminars and workshops; registration will occur before early incentive registration deadlines (if available).
2. Administration will register and book rooms for the Mayor and council members far enough in advance to ensure councillors are at the conference hotel, other than where rotation policy exists for room allocation. In cases where there is insufficient lead time to book councillors into the host convention hotel, a close alternative will be found.

Monitoring & Updating

This policy will be reviewed annually at Council's Organizational meeting.

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