

M.D. of Opportunity No 17
COUNCIL POLICY

TITLE: ANNUAL CONVENTIONS/CONFERENCES ATTENDANCE
EFFECTIVE DATE: OCTOBER 22, 2024
POLICY NUMBER: C.11

Purpose of Policy:

The intention of this Policy is to set out clear guidelines for Administration and Council with respect to the responsibility of advanced booking for Annual Conventions/Conferences.

Policy Statements:

1. Administration will automatically register All Council Members who are interested in attending the Conference and/or Conventions:
 - Alberta CARE
 - Alberta Forest Products Association (AFPA) Annual General Meeting & Conference
 - Alberta Municipalities
 - Alberta Recreation & Parks Association (ARPA) Conference
 - Emerging Trends
 - Family & Community Support Services Association of Alberta (FCSSAA) Conference
 - Federation of Canadian Municipalities Conference (FCM)
 - Growing the North Conference – 1 per year
 - Rural Municipalities of Alberta (RMA) – 2 Conventions and 1 Zone meeting
2. Administration is responsible for booking and reserving accommodations for Councillors when they attend conferences and/or conventions.
3. Council is responsible to notify administration by a telephone call, memorandum or email of their intention to cancel their attendance for the conference and/or convention at least two working days (48 hours) of the date of the event.
4. Administration is also responsible to notify Councillors by a telephone call, memorandum or email of their attendance, including the date of the conference and/or convention, location, address and telephone number, at least two working days (48 hours) of the date of the event.

APPROVED: August 13, 2008
AMENDED: October 23, 2023
AMENDED: October 22, 2024 – Add Alberta Municipalities and Alberta CARE