

**M.D. of Opportunity No 17**  
**COUNCIL POLICY**

**TITLE:** ANNUAL CONVENTIONS/CONFERENCES ATTENDANCE

**EFFECTIVE DATE:** OCTOBER 28, 2025

**POLICY NUMBER:** C.11

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**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
  - Alberta Seniors Communities and Housing Association (ASCHA)
  - Emerging Trends in Municipal Law Seminar
  - 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 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.

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**APPROVED:** August 13, 2008  
**AMENDED:** October 23, 2023  
**AMENDED:** October 22, 2024 – Add Alberta Municipalities and Alberta CARE  
**AMENDED:** October 28, 2025 – Add ASCHA

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