



**BIRCH HILLS COUNTY
POLICY & PROCEDURES MANUAL
COUNCIL**

POLICY TITLE: ATTENDANCE AT CONFERENCES

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Date Adopted by Council / Motion Number:
Effective: January 12, 2011

04-12(01-11)

PURPOSE:

Councillors and the Reeve are required to be kept abreast of issues and become informed of policies, programs and trends of the Provincial and Federal Governments as well as other organizations in order that they may make sound decisions for Birch Hills County. Attendance at various Conferences is one means of accomplishing this goal.

POLICY

AAMDC CONFERENCE

Councillors are encouraged to attend the conferences of the Alberta Association of Municipal Districts and Counties. These conferences are utilized primarily by the Provincial and Federal Government to communicate new initiatives and programs of interest to municipalities. They also provide a venue for educational opportunities and information sharing amongst rural municipalities on various issues. Attendance at this conference is approved with the adoption of this policy.

**FEDERATION OF CANADIAN MUNICIPALITIES
CONFERENCE**

This annual conference is held in various locations across Canada. The conference provides opportunities for Councillors and Administrators from across Canada to discuss issues of national importance, discuss new initiatives and programs of the federal government, provide educational opportunities and provide information sharing at the national level. Council will determine attendance at this conference each year based on location of the conference, availability of Councillors to attend the conference, the conference program and assess the costs versus benefits of attending.

CONFERENCES RELATED TO COMMITTEE APPOINTMENTS

Councillors are encouraged to attend conferences that relate to their committee appointments. Councillors are generally expected to attend one to two conferences of this type per year. Attendance of over two per year requires Council approval by way of resolution.

OTHER CONFERENCES

Councillors requesting to attend other conferences must receive approval by way of Council resolution.

EDUCATIONAL TRAINING


Each Councillor is entitled to attend two educational sessions relating to their duties and responsibilities per year.

SPOUSE/PARTNER PROGRAMS

Unless otherwise specified all costs of registration and participation in Spouse or Partner Programs shall be paid by the participant and is not eligible for reimbursement by the County.

REGISTRATION/HOTELS/TRAVEL ARRANGEMENTS

Unless otherwise requested, Administration will arrange for registration, hotel and travel arrangements for Council to attend various conferences in a timely manner. Administration will endeavor to take advantage of early registration discounts where possible.


REEVE


C.A.O