



POLICY MANUAL

Legal References: 	Policy Department: Council
Cross References: Administration	Policy Number: C7
Adoption Date: March 22, 1993 Revision Date: September 25, 2017	Policy Title: <u>Conferences and Seminars</u> <hr/> Review Date:

POLICY PURPOSE:

The Town supports Council members' development through attendance at appropriate conferences, workshops, seminars and educational opportunities.

Conferences, workshops, seminars and educational opportunities include, but are not limited to the following:

1. Alberta Urban Municipalities Association
2. Elected Official Education Program
3. Growing the North Conference
4. Other conferences, workshops, seminars and educational opportunities relevant to professional development or Town business

Policy Name: Conferences and Seminars

Policy Number: C7

POLICY STATEMENT AND GUIDELINES:

Council Members:

1. May attend conferences, workshops, seminars and educational opportunities relevant to their professional development or Town business;
2. Will obtain approval, by resolution of Council, for a nomination or appointment to office for an external association, where the expenses are expected to be covered by the Town.
3. Will obtain approval, by resolution to attend Conferences, workshops, seminars, educational training and meetings that are not within a 100 kilometre radius of the town.

The Town:

1. Will reimburse Council members for expenses incurred to attend conferences, workshops, seminars and education opportunities as set out in the Council Remuneration Policy C1.
2. Will not be responsible for any costs incurred for spouses, partners or companions to accompany Council members to workshops, seminars or educational opportunities.

Cancellations:

1. Any costs incurred as a result of a Council Member or Appointed Board Member failing to attend a conference, seminar or workshop without the necessary cancellation arrangements being made prior to the event will be borne by that Council Member or Appointed Board Member.
2. In the event that the Town has prepaid for accommodations and/or registration fees for the Council Member or Appointed Board Member to attend the event and the town is unable to obtain a refund for these costs, the Council Member or Appointed Board member shall borne the non-refundable costs.