



Mountain View
C O U N T Y

Procedure #1003-01

1408 Twp. Rd. 320 / Postal Bag 100, Didsbury, AB Canada TOM OW0
T 403.335.3311 F 403.335.9207 Toll Free 1.877.264.9754
www.mountainviewcounty.com

Procedure Title: Councillor Attendance at Conferences & Development Sessions
Procedure No.: 1003-01
Approval: CAO
Effective Date:
Supersedes Procedure No.: Section G (2)

1. Guidelines

- 1.1 All Councillors are entitled to attend the following conferences and meetings:
 - Provincial AAMD&C Spring and Fall Conferences
 - CAAMD&C Spring and Fall Meeting
 - Provincial Agricultural Service Board Conference
 - Regional Agricultural Service Board Conference
 - Agricultural Service Board Tour
 - Elected Officials Symposium
 - Muniversity
- 1.2 The Reeve and two Councillors are approved to attend the annual conference of the Federation of Canadian Municipalities. Councillors attending the conference will be appointed at the annual Organization Meeting preceding the conference. The intention is to provide all Councillors with the opportunity to attend one FCM Conference during their term of office. All Councillors will be permitted to attend FCM when the FCM Conference is held in Alberta.
- 1.3 Two Councillors are approved to attend the annual conference of the Alberta Urban Municipalities Association. Councillors attending the conference will be appointed at a Council meeting preceding the Conference.
- 1.4 A maximum of two Councillors per year are approved to attend out-of-province conferences. The Reeve's approval is required prior to registrations.
- 1.5 The Reeve may approve Councillor's attendance at a provincial conference as long as costs will be within the approved annual budget. The Deputy Reeve may approve the Reeve's attendance at provincial conferences as long as costs will be within the approved annual budget.
- 1.6 When approval cannot be granted, the request may be brought before Council for consideration.
- 1.7 Per diem will be paid for the duration of the conference including time for travel to and from the conference.
- 1.8 Expense reimbursement for the duration of the conference may be claimed as the actual costs with supporting receipts or a pre-established rate, i.e. mileage rate.

Costs eligible for reimbursement:

Councillor

- Registration
- Travel
- Accommodation and meals

Spouse

- Registration
- Fifty percent (50%) airfare
- Meals

2. Procedure

- 2.1 Councillors will be canvassed by administration as to their desire to attend conferences. Councillors and administration will attempt to ensure that registration occurs before early incentive registration deadlines (if available).
- 2.2 A Councillor will be responsible for reimbursing the County the registration fee(s) for non-attendance unless due to extenuating circumstances as accepted/approved by Council
- 2.3 Administration will register and book rooms for all Councillors far enough in advance for conventions in Guideline 1.1 to ensure that Councillors are at the conference hotel other than where a rotation policy exists for room allocation.
- 2.4 For all other events where Council approves all or some of its members to attend, administration would, depending on the amount of lead time, do the same as above.
- 2.5. In cases where there is insufficient lead time to book Councillors into a host hotel, a close alternative will be found.

3. Reporting

- 3.1 Councillors or a representative of Councillors who attend a conference are expected to provide Council with a written report as well as a verbal presentation at a Policies & Priorities Meeting.
- 3.2 Conference materials or handouts which are of benefit to all Councillors shall be copied and made available to them.

End of Procedure

Approved as Amended: January 25, 2006
October 7, 2009