

## TOWN OF HIGH PRAIRIE

<b>Policy Number</b> No. 66- 2014	<b>Approval Date</b> April 09, 2014	<b>Resolution Number</b> 270/14
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<b>TITLE: ANNUAL CONFERENCES POLICY</b>
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**Definition of a Policy:**

A policy is a formalized written plan of action on what to do in a given certain circumstance or situation.

**Purpose of this Policy:**

To ensure there are clear guidelines for governing the attendance of annual conferences by members of Council. These conferences assist Council members in their professional development and networking. Depending on where the conferences are being held, the cost can be expensive. Council shall make all effort to be efficient in the use of resources. All conferences should be beneficial to the community and conferences, workshops, and seminars must be pre-approved by Council before attendance and should not exceed budget allocation.

### **1.0 The Alberta Urban Municipality Association (AUMA)**

- 1.1 The Alberta Urban Municipality Association annual conferences are held on a rotational basis between Edmonton and Calgary normally in September or October. This conference is for all Mayors, Councillors, CAOs and other municipal employees of Alberta.
- 1.2 All members of Council are authorized by Council to attend.

### **2.0 The Federation of Canadian Municipalities (FCM)**

- 2.1 This is a conference for Mayors, Councillors, and CAOs of all Canadian municipalities. However, the conferences are held annually in different parts of the country. Depending on where it is being held, the costs can be extremely high.
- 2.2 Council shall send one or two Council members when the conference is out of province.
- 2.3 Council shall rotate their attendance giving priority to members of council who have not attended the conference before.
- 2.4 In case there are more council members interested in attending than the number of

Council members authorized to attend, Council shall put to vote who shall attend.

### **3.0 Other Conferences, Workshops and Seminars**

- 3.1 Subject to the budget and the location, Council shall rotate attendance to conferences, workshops, and seminars again giving priority to members of Council who have not attended before. In case of a dispute, the matter shall be put to a vote to select the attendee (s).

### **4.0 Committee Related Events**

- 4.1 Members of Council shall be given priority to attend related events of committees that they belong to.

Approved by Council: April 09, 2014  
Date