



Policy #1003

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Policy Title:	Council and Chief Administrative Officer (CAO) Attendance at Conferences and Development Session
Policy No.:	1003
Approval:	County Council
Effective Date:	January 1, 2006
Supersedes Policy No.:	Section G, County Council (2)

Policy Statement:	That Council of Mountain View County (The County) encourages and supports the attendance of Councillors and Chief Administrative Officer (CAO) or Designate at annual conferences, seminars and other special development and training sessions during their tenure..
Purpose:	To provide Councillors and Chief Administrative Officer or Designate with the opportunity to attend conference and training sessions which support their role.
Principles:	<ol style="list-style-type: none">1. Mountain View County considers it important that County Councillors and Administrator, during their tenure, develop a knowledge and awareness of issues pertaining to their mandate of effectively representing their electorate.2. Council recognizes that certain conferences must be available for all Council members and CAO to attend, while at some conferences, the County need only be represented by a few Councillors or CAO.3. This policy does not cover meetings and events inside and outside the County boundaries which require Council or CAO attendance in carrying out their normal duties as Administrator Councillor or Committee related appointments.

End of Policy

Approved: January 25, 2006
Amended: August 28, 2013



Procedure Title:	Councillor and Chief Administrative Officer Attendance at Conferences & Development Sessions
Procedure No.:	1003-01
Approval:	CAO
Effective Date:	October 7, 2009
Supersedes Procedure No.:	Section G (2)

1. Guidelines

- 1.1 All Councillors and Chief Administrative Officer 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
 - Elected Officials Education Program
 - All Public Events hosted by a Committee of Council
- 1.2 The CAO, Reeve and three Councillors are approved to attend the annual conference of the Federation of Canadian Municipalities when hosted in Eastern Canada. Councillors attending the conference will be appointed at the annual Organization Meeting preceding the conference. All Councillors will be permitted to attend FCM when the FCM Conference is held in Western Canada, which includes Manitoba and all provinces and territories to the West.
- 1.3 The CAO, and 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, excepting out the annual conference of the Federation of Canadian Municipalities. 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 or meeting including time for travel to and from the conference.

- 1.8 Expense reimbursement for the duration of the conference or meeting 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

Chief Administrative Officer

- 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 or 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.

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End of Procedure

Approved as Amended: January 25, 2006
Amended: October 7, 2009
Amended: March 13, 2013
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