

Big Lakes County Policy

Councillor Convention & Registration Policy

Policy Number:	COUNC-06
Legal Authority:	
Approved by Council:	October 27, 1999
Effective Date:	October 27, 1999
Revised Date:	April 26, 2023

Policy and Procedure Statement

The Council for the Big Lakes County has deemed it appropriate to establish a standing policy with respect to the registration of Councillors in various conferences held throughout a Council term.

Definitions

For Purposes of this policy:

“Organizational Meeting” refers to- the annual organizational meeting held in October as required under the Municipal Government Act.

“Council” shall mean the Council of Big Lakes County.

“Chief Administrative Officer” or “CAO” means the person appointed to that position by Council under the provisions of the Municipal Government Act.

“Administration” means the employees of Big Lakes County.

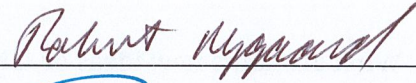
Policy

1. Council recognizes that as part of carrying out Council business it is essential to participate in activities such as conferences, conventions, workshops, seminars, etc to continue to learn and enhance their knowledge on relevant subjects and issues.
2. The following conferences shall be considered pre-approved:

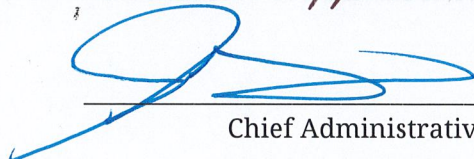
Event	Approved Members
Rural Municipalities of Alberta (RMA) (spring)	All Councillors
Rural Municipalities of Alberta (RMA) (fall)	All Councillors
Canadian Rural & Remote Housing & Homelessness Symposium	Heart River Housing Board Members
Elected Officials Symposium	All Councillors
FCSS—Fall Conference	FCSS Members
FCSS—Regional Conference	FCSS Members
Agricultural Service Board Conference	AG Board Members
Regional ASB Conference	AG Board Members
Agricultural Service Board Tour	AG Board Members
Community Planning Association Conference	All Councillors & Members at Large
Federation of Canadian Municipalities (FCM)	All Councillors
Alberta Recreation & Parks Association (ARPA) Conference	Rec Board Members
Community Futures Symposium	Council member on Community Futures
Alberta Recycling (Alberta CARE) Seminar	Council member & alternate on HPDRSWMA
Recycling Council of Alberta Conference	Council member & alternate on HPDRSWMA
AB Emergency Mgt Agency Summit OR Disaster Forum	Council members on Emergency Mgmt. Committee
Assessment Review Board Training	Assessment Review Board Members
Growing the North- Ec. Dev.	EDA Board Members
Economic Developers Alberta (EDA) Conference	EDA Board Members
Alberta Forest Products Conference	Forest Committee Members
Alberta Library Conference	Library Board Members
Rural Library Conference	Library Board Members

3. Administration will advise Councillors of the above conferences and upon instruction from Councillors will register and make whatever arrangements are deemed necessary.
4. When there are multiple conferences/seminar/workshops about the same or similar topics throughout the calendar year, a Councillor must choose to only go to one for the calendar year.
5. For all other conference/seminar/workshops, attendance by Councillors must be approved by Council on a “from time to time” basis based upon the benefit that would accrue to Big Lakes County.
6. For all other new conferences/seminar/workshops that are approved by Council, a maximum of two Councillors can attend the first year and must fill out the “Councillor Conference Evaluation Form” attached as Schedule “A” to this policy.
7. If the new conference/seminar/workshop is deemed beneficial to Big Lakes County, it will get added to the pre-approved list of conferences for appropriate members or all of Council to attend, dependent on the type of conference/seminar/workshop.
8. Every second (2nd) Organizational Meeting, Council will do a verbal review of the pre-approved events that they attended to determine if it is beneficial to attend.

9. Based on the verbal input, Council will vote on each conference whether to keep attending or not.
10. If a Councillor has been registered into an event and is unable to attend that event:
 - a. The Councillor shall make every effort to notify municipal administration of the situation as early as possible; and
 - b. The Councillor shall reimburse the municipality for any costs incurred by the municipality as a result of the cancellation.
 - c. Condition 5(b) may be waived by resolution of Council should it be determined that the cancellation in question was a result of an extraordinary circumstance.
11. As a rule, it is expected that Councillors registered in an event shall attend the entire duration of the event. Where a Councillor is aware that other commitments may require their absence from portions of an event, the Councillor shall inform Council of the situation prior to the Councillor being registered for the event.
12. The CAO is expected to recommend enough funds in council's annual budget allocation to reasonably cover the expenses involved in this policy recognizing that not all Councillors attend conferences/workshops/seminars as indicated above.



Reeve



Chief Administrative Officer

MAY 5 2023

Date of Final Signature

SCHEDULE "A"

COUNCILLOR CONFERENCE EVALUATION

1. What sessions did you attend at the conference? On a scale of 1-10, with 1 being ineffective and 10 being a must attend every year, please rate each session and explain why.
2. What were you expecting from the conference before going? Did they deliver, if so how? If not, please explain.
3. What are some new ideas or takeaways you have brought back from the conference?
4. Did it provide value for the cost? Please explain.
5. Would you recommend further involvement by the County?