

COUNTY OF WETASKIWIN NO. 10 Municipal Policy & Procedures Manual	FUNCTION: 1000 GENERAL GOVERNMENT SERVICES FUNCTION
	SECTION: 1100 COUNCIL

COUNCILLOR ATTENDANCE AT *CONFERENCES/MEETINGS POLICY #1105*

POLICY STATEMENT

The Council of the County of Wetaskiwin recognizes the importance of Councillor attendance at conferences, and accepts responsibility for payment of related fees and expenses for attendance at such conferences.

PROCEDURES

1. Approval for attendance at any seminar or conference must be received from Council prior to registration.
2. Attendance at the annual FCM Conference, which when Out of Province, will be limited to the Reeve and two (2) members of Council.
3. The two (2) members of Council will attend on a rotating basis which follows the rotation of Deputy Reeve as determined at the Organizational Meeting each year and will be the Deputy Reeve serving in the year of the conference from January to April and May to October, until all Councillors have attended an out-of-province FCM conference.
4. Expenses for approved attendance at conferences will be reimbursed as follows:

One day attendance or less:

Receipts for expenses must be submitted for reimbursement. Approved expenses might include parking fees, lunch and mileage if no County vehicle is available.

REPLACE POLICY DATED:	COUNCIL APPROVED DATE:	REF. PAGE NO.	NUMBER:
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More than one day attendance:

Pursuant to Subsistence and Travel Policy #1407.

5. A Council representative will be reimbursed for the actual cost of meals and/or other expenses incurred (receipts required) for authorized attendance at an official function as a representative of Council.
6. It is expected that all delegates will conduct him/her self in such a manner to positively reflect the values of the County of Wetaskiwin No. 10 by attending all sessions punctually and professionally.

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