

SECTION: LEGISLATIVE

SUBJECT: MEETING ATTENDANCE

Original Resolution No.: 06-21-06

### Meeting Attendance Policy

It is the policy of the County of Warner No. 5 that County Councillors attend applicable conventions, conferences, seminars, workshops, meetings, courses, public relation events and other types of gatherings (hereinafter referred to as "meetings" within this policy) in addition to the regularly scheduled Council, Committee and their affiliated meetings.

#### Guidelines

1. Council shall be kept aware of local government issues by attending applicable meetings.
2. The following conference and meetings, in addition to regular County Council and associated Committee meetings, are considered to be pre-approved for councillor attendance:
  - a. AAMDC Spring and Fall Conventions
  - b. Foothills Little Bow Association Meetings
  - c. Provincial ASB Conferences
  - d. Regional ASB Conferences
  - e. Summer ASB Tour
3. Councillors wishing to attend other meetings shall not attend them without prior approval of Council. Approval shall be by way of a Council or Board resolution. On occasion, due to the absence of a Council approval, the Reeve is vested with the discretionary authority to approve a Councillor attending a previously unauthorized meeting. Council will be advised of all Reeve approvals at the next Council meeting.
4. Councillors shall not attend any meetings without prior approval from their respective Committee or Board. If the County is responsible for payment of expenses and per diem, approval must also be gained from County Council. Anyone who attends any meetings, without obtaining prior approval or approval as outlined in Clause 3 above, will do so at their own expense and will not be reimbursed for costs or per diems they incurred.
5. Councillors who have been approved and registered to attend a conference and fail to attend, without valid reasons approved by Council, shall have all incurred expenses (such as seminar registration fees) deducted from their monthly remuneration.
6. Councillors attending meetings shall provide written or verbal reports at the next Council, Board or Committee meeting.
7. In order to fulfill their duties, Councillors may with Council's permission, attend public relation functions based on the following criteria:
  - a. An official written invitation shall be received from the hosting authority
  - b. If possible, prior approval from Council shall be obtained by way of Council resolution. If a resolution is not obtained prior to the event, the Councillor must request Council's consideration at the next available Council or applicable Committee meeting.
8. The Reeve is responsible to review and approve all Councillor's meeting per diem and expense claims. The Deputy Reeve is responsible to review and approve the Reeve's meeting per diem and expense claims.