



## RURAL MUNICIPALITY OF ST. ANDREWS POLICY AND PROCEDURES MANUAL

<b>POLICY NAME:</b> Council Attendance at Conferences and Conventions Policy	<b>POLICY NUMBER:</b> GEN-28A
<b>POLICY MANUAL SECTION:</b> General Policies	<b>RESOLUTION NUMBER:</b> 151-2020
<b>DATE ADOPTED:</b> April 7, 2020	<b>RESOLUTION DATE:</b> April 7, 2020
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### COUNCIL ATTENDANCE AT CONFERENCES AND CONVENTIONS POLICY

#### **Purpose**

The purpose of the Policy on Council Conferences and Conventions is to clarify and expand on the provisions of By-Law #4316 section 6 (c) in relation to approval of attendance at conferences and conventions that are either out of province or out of country and excluding festivals, events and celebrations, where Council Members are requesting to attend as representatives of the Municipality, to be authorized by resolution of Council.

#### **Policy: Required Procedure – Conference and Convention Budget**

Administration is to prepare for information to Council an accurate summary budget as supporting documentation to the proposed Council Resolution to authorize attendance at an upcoming out of province or country conference or convention. This budget will serve as useful information for Council to consider in their deliberation and decision to; approve attendance, limit the attendance or to not approve the attendance of Members of Council. This budget must include as applicable, the following estimated cost information including non-recoverable taxes as a budget for an individual Council Member to attend:

- 1) Estimated Council compensation for attending to Municipal Business by representing the Municipality at the conference or convention.
- 2) Estimated expenses related to the conference or convention to be incurred by the Council Member to attend as Municipal Business by representing the Municipality:
  - Conference or convention registration fees and
  - Conference or convention dinner and/or event tickets
  - Hotel accommodations
  - Meals and incidentals
  - Airfare
  - Taxi fare
  - Mileage
  - Parking
  - Other

In the event of a wording conflict between this policy and the Indemnities By-Law passed by resolution of Council, the by-law will be deemed correct.