

# THE CORPORATION OF THE VILLAGE OF MONTROSE

**POLICY TITLE:** CONFERENCE DELEGATION POLICY

**POLICY #** 0560

**POLICY STATEMENT:**

It is the policy of Council to help Council members grow in knowledge of municipal business.

**POLICY BACKGROUND:**

Municipal conferences do offer members of Council access to information and knowledge that can be of benefit to Council as a whole. Being mindful of expenses for such conferences, we must limit the number of attendees.

**POLICY GOAL:**

It is the goal of this policy to establish a rotation allowing all members of Council the opportunity to attend and participate in municipal conferences during their term of office.

**POLICY OBJECTIVES:**

1. To limit attendance at AKBLG conferences to three members of Council when overnight stay required.
2. To limit attendance at UBCM conferences to two members of Council.
3. To establish a separate conference attendance rotation for AKBLG and UBCM conferences.
4. To assign one attendance allocation for all conferences to the Mayor.
5. To assign the remaining attendance allocations to Councillors in alphabetical rotation.
6. When a member of Council declines his or her attendance allocation, to offer that allocation to the next member in the rotation.
7. To move a Councillor's name to the end of an attendance rotation after he or she has attended a conference.
8. To assign attendance to conferences other than AKBLG or UBCM on a case by case basis.
9. To require each member of Council attending a conference to submit a written report on attended conference functions for the next following regular meeting of Council.

Initially approved at meeting #26-03 on November 18, 2003

Last reviewed and amended at meeting #10-12, April 2, 2013

Reviewed and amended at meeting #08-17, April 3, 2017

Last reviewed and confirmed unchanged at meeting #13 - 22, April 4, 2022

Next scheduled to be reviewed on April 3, 2023