

## **Councillor, Committee and Board Member Meeting Attendance Policy**

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**1.003**

**Section: 1.0 Council**

**Authority: Council**

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### **Statement**

Municipal District of Bonnyville (M.D.) 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.

### **Purpose**

The purpose of this policy is to provide guidelines in regard to the attendance of Councillors, and Council-appointed committee and board members, at meetings on behalf of the municipality.

### **Policy**

- (1) Council shall be kept aware of local government issues by attending applicable meetings including but not limited to:
  - (a) Regular Council, board, committee and affiliated meetings
  - (b) Spring Conference of the Rural Municipalities of Alberta (RMA)
  - (c) Fall Conference of the RMA and
  - (d) Annual Conference of the Federation of Canadian Municipalities (FCM)
- (2) Councillors wishing to attend meetings other than their Council, board, committed and affiliated meetings shall obtain the approval of Council. Approval shall be by way of a Council or board resolution. 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.
- (3) In order to fulfill their duties Councillors may, with Council's permission, attend public relation functions to represent the municipality 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 other applicable meeting.



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## Policy Review

Within five (5) years from date adopted / amended / reviewed.

### For administrative use only:

<b>Previous Policy Number:</b> (prior to July 24, 2019)	10.11.03
<b>Related Documentation:</b> (plans, bylaws, policies, procedures, etc.)	