



DRUMHELLER

COUNCIL POLICY



COUNCIL POLICY # C-2-00

CONFERENCE ATTENDANCE POLICY

THE PURPOSE OF THIS POLICY IS TO:

To establish guidelines for the attendance of employees and Council Members at conferences, conventions, and seminars.

POLICY STATEMENT:

During the course of conducting business for the Town of Drumheller, employees and Council Members have the opportunity to attending conferences and conventions relevant to the business proceedings of Municipalities or specialized areas.

PROCEDURE

Employees are authorized by their department head to attend a conference(s) in accordance to budget limitations. Council Members are permitted to attend conferences as considered in the current year operating budget

The municipality will pay in advance all conference and seminar registration fees.

Employees and Council members will be compensated for travel costs (mileage, accommodation, meals) per the Town's Travel Expense Policy.

Spousal Travel Costs

If a Council member or employee wishes to be accompanied by his/her spouse, they may do so at their own cost.

The Town of Drumheller will not be responsible for any costs incurred for the travel, meals or registration of the spouse.

Accommodation of the employee or Council member may be shared with the spouse.

Adopted by Council

Date: June 19, 2000



Mayor of Drumheller



Chief Administrative Officer