

## TOWN OF TWO HILLS



Policy Number: 2011-04

Date of Issue: October 24, 2017  
September 27, 2016  
November 2, 2015  
October 24, 2013  
October 24, 2011

Policy Subject: Elected Officials Appointments to Federal, Provincial and Regional Boards and Committees

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### **POLICY STATEMENT:**

Council members' participation in Federal, Provincial and Regional Board and Committees enables them to bring to Council a broad perspective and understanding of the issues and trends that have an impact on municipal governance throughout Canada. A policy is required to establish a fair and consistent approach to the Town's support for Council members' participation in Federal, Provincial and Regional Boards and Committees that have a direct relationship with municipal governance.

### **DEFINITIONS:**

1. "Direct relationship with municipal governance" may include participation in organizations that have mandates, goals and objectives similar to, but not restricted to, those of FCM, AUMA or other similar boards and committees that have a direct relationship to municipal governance.
2. "Volunteer" shall be defined as participating beyond the regularly scheduled Town Council appointments that are part of the ongoing obligations to which Town Council has made a commitment.

### **STANDARDS:**

1. Council members must inform Council if they wish to volunteer to participate on Boards or Committees of the Federation of Canadian Municipalities (FCM), Alberta Urban Municipalities Association (AUMA) or other similar organizations.
2. Council members may receive per diems and expense reimbursements from the Boards and Committees.
3. Council members shall fund their expenses that are not covered by the Boards or Committees out of their regularly budgeted individual professional development and travel expense budgets.



4. Council may approve, by resolution, financial support in addition to the amounts established in the Council members' individual budgets for individual Council members' participation in FCM, AUMA or other similar boards and committees that have a direct relationship to municipal governance.
3. Council members' participation shall not conflict with the ability of Councillors to attend Town Council meetings regularly. When participation in the Boards or Committees conflicts with the timing of a Council meeting or other Council business, Council members shall seek the Mayor's approval to participate in the Board or committee. In the case of the Mayor, approval is given by the Deputy Mayor.
4. Council members shall report to Council, at the monthly meeting scheduled for this purpose, any issues, concerns or other information from the committee or board meetings.
5. Council members shall annually prepare a brief report, summarizing the functions attended, specific items of interest and benefits regarding their participation in a Federal, Provincial, or Regional Board or Committee. This report shall be an attachment to the annual public reporting of Council's expenses.
6. Council members shall be reimbursed for expenses associated with their participation upon approval of an expense statement with supporting documentation by the Mayor. Reimbursement of the Mayor's expense statement with supporting documentation shall require the approval of the Deputy Mayor.

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**MAYOR**

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**CHIEF ADMINISTRATIVE OFFICER**

