



DISCOVER. GROW. BELONG.

Title: Convention Attendance Policy	Date Approved: April 8, 2025
Policy #: GG 08-2025	Council Resolution #: 91-25
Department: Administration/Council	Revision:
Rescinds:	Review Date:

Purpose

This policy establishes guidelines for the participation of Town of Carberry representatives at conventions, conferences, or similar events that are not hosted by the town. It aims to ensure that attendance aligns with the town's goals, promotes community interests, and maximizes the benefits of representation.

Scope

This policy applies to all elected officials, employees, and representatives of the Town of Carberry who attend conventions, conferences, or similar events organized by external entities.

Guiding Principles

1. **Representation:** Attendance at conventions should reflect positively on the Town of Carberry and serve the interests of its residents.
2. **Relevance:** Events attended should align with municipal priorities, governance, or professional development goals.
3. **Fiscal Responsibility:** Expenses related to attendance must be justified, reasonable, and budgeted.
4. **Transparency:** The purpose and outcomes of participation should be communicated to the Town Council and residents, when appropriate.

Attendance Approval

1. **Authorization:** Attendance must be approved in advance by the Town Council or the Chief Administrative Officer (CAO), depending on the attendee's role.

2. Eligibility: Only events relevant to municipal operations, professional development, or the advancement of community priorities will be considered.
 3. Report Back: Attendees are required to present a summary of key insights or outcomes from the event to the Town Council. This summary must have substance and show clear evidence of attendance and the value of the event. Failure to do so may result in the non-reimbursement of costs and may jeopardise future attendance.
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Expense Guidelines

1. Covered Expenses: Eligible expenses may include registration fees, travel, accommodation, meals, and incidentals, as defined by the Town of Carberry's reimbursement policy.
 2. Budget Allocation: Attendance expenses must fall within the approved budget for professional development or travel.
 3. Receipts and Documentation: All expenses must be supported by receipts and documented according to town policy.
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Code of Conduct

- Representatives must uphold the values and reputation of the Town of Carberry while attending events.
 - Participation in activities unrelated to the convention program should not incur costs to the town.
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Partnerships and Collaboration

- Opportunities to collaborate with other municipalities, organizations, or government bodies through conventions are encouraged.
 - Attendance at conventions hosted by partner organizations or associations with shared objectives is prioritized.
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Evaluation

The Town Council will periodically review the benefits of attending conventions and

evaluate the policy's effectiveness in ensuring alignment with community goals.

Amendments

This policy is subject to change at the discretion of the Town Council to reflect evolving needs or priorities.

Effective Date and Review

This policy shall take effect upon approval by the Town Council of Carberry and shall be reviewed every five (5) years or as required by legislative changes.

Adopted by Resolution of Council #91-25 at Carberry, Manitoba, this 8th day of April, 2025.