

**LAMONT COUNTY**

**POLICY**

TITLE : ATTENDANCE BY MANAGEMENT AND STAFF AT FUNCTIONS

AUTHORITY : ADMINISTRATION

POLICY STATEMENT: MANAGEMENT AND STAFF MAY ATTEND FUNCTIONS UPON PRIOR APPROVAL OF THE RELEVANT DEPARTMENT HEAD

PURPOSE : TO REGULATE ATTENDANCE AT FUNCTIONS

POLICY RESOLUTION : 05-105

- PROCEDURE:
1. An annual budget shall be determined for attendance by management and staff at functions that are funded by the County.
  2. The annual operating budget shall be approved by County Council.
  3. Department Heads may approve attendance by management and staff at functions, within the departmental budget guidelines established for that year.
  4. This policy shall apply to attendance at any function, whether it requires a stay of one night or more, or is for one day or part thereof.
  5. Out of province attendance shall be approved by Council.
  6. For the purposes of this policy a "function" includes, but is not limited to, conventions, conferences, meetings, workshops, training sessions, seminars, events, etc