

<b>Effective:</b> November 30 <sup>th</sup> , 2007	<b>Revised:</b> April 19, 2012
<b>Repealed:</b>	September 17, 2015

### **5.7.5 ATTENDANCE OF COMMISSIONERS AND STAFF AT FUNCTIONS**

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Commissioners and staff are encouraged to attend functions throughout the community to maintain strong links with individuals and groups within the community. Commissioners and staff may be reimbursed for the cost of attending these events if attendance at the event is for a necessary Commission purpose. The annual budget for reimbursement is outlined in *Appendix G*.

Procedures:

1. Commissioners or Commission staff may submit expense claims for reimbursement to the Executive Director.
2. The Chair will be responsible for determining whether attendance at the event was for a necessary Commission purpose.
3. In the case of Commissioners, a reimbursed expense under this section will be applied to their total yearly allowance for hosting and miscellaneous costs as laid out in Appendix G.
4. Where a Commissioner is required by the Chair of the Commission to attend a function, event or conference, the cost associated with attending will not be counted against the individual Commissioner's allowable spending as outlined in Appendix G.
5. All Commission Members are encouraged to attend the Alberta Association of Police Governance (AAPG) and Canadian Association of Police Governance (CAPG) Conferences.

Reference:

1. Appendix G – *Honoraria and Expense Account Reimbursement*.