

**Municipal association conferences – guest invitations****Report Purpose**

Further to the February 25, 2020 discussion with Council, this report proposes a decision matrix for Administration to extend invites to elected officials from other municipalities to the municipal association conferences hosted by Rural Municipalities of Alberta and Alberta Urban Municipalities Association.

**Recommendation**

THAT Administration use the Guest Invitation Matrix, as set out in Enclosure 1 of the June 9, 2020 Chief Commissioner's Office report, to determine invitees to the Alberta Urban Municipal Association and Rural Municipalities Association conferences.

**Our Prioritized Strategic Goals**

Goal 1 - Build strong communities to support the diverse needs of residents

Goal 5 - Foster collaboration through regional, community and governmental partnerships

**Report**

Rural Municipalities of Alberta (RMA) and Alberta Urban Municipalities Association (AUMA) annually host two events each: RMA Spring Convention; RMA Fall Convention; AUMA Leader's Conference (spring); and AUMA Convention & AMSC Trade Show (fall). Strathcona County Council confirmed interest in extending an invitation to an elected official from another municipality, as proposed by Administration at the February 25, 2020 Council meeting.

Ideally, Administration would extend an invitation to an elected official from a neighbouring urban municipality to attend an RMA event and conversely, to an elected official from a neighbouring rural municipality to attend an AUMA event. By extending this invitation, Strathcona County would assume all costs associated with the registration fee for the guest attendee, not including travel or accommodation. Taking into account accepted protocols related to elected officials, the attached administrative decision matrix is being proposed for Council's consideration.

Administration will forward the draft agenda for the convention to Council when it is available in order for each Councillor to consider which municipality would be appropriate to receive an invitation. Considering an alternate municipality may be beneficial. At a designated Closed Session meeting, Council will present their suggestions and Administration will arrive at a consensus.

After choosing the municipality, Administration must contemplate whether to invite the Mayor of the municipality or a specific Councillor. Sensitivities and protocols may need to be considered. Should the invitee decline, Administration will be prepared to invite an alternate elected official from that municipality or choose to invite an elected official from a different municipality. The names of these elected officials will be provided to the Office of the Chief Commissioner who will officially issue the invitation(s).

Once the invitee has confirmed their acceptance, the staff in the Office of the Elected Officials will process their guest registration and contact the office of the invitee with any necessary details. The cost of the registration will be charged to the same budget in Fiscal Services as used for Councillor expenses related to RMA and AUMA.

**Other Impacts****Policy:** N/A**Legislative/Legal:** N/A**Interdepartmental:** Intergovernmental Affairs will be informed of the invitee in order to assist in providing conference reference materials.**Master Plan/Framework:** N/A**Enclosure**

1                      Guest invitation matrix