

Effective: November 30th, 2007

Revised: April 19, 2012

Repealed:

September 17, 2015

October 2016

5.10 ATTENDANCE OF COMMISSIONERS AND STAFF AT FUNCTIONS

Commission members and staff members 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 [Policy 5.7.1](#).

All Commission members are encouraged to attend the following functions:

- EPC Citizen Awards Ceremony
- Alberta Police and Peace Officers' Memorial Event
- Edmonton Police Service Regimental Ball
- Edmonton Police Association Retirement and Awards Banquet
- Edmonton Chamber of Commerce Mayor's State of the City Luncheon

Procedures:

1. The Commission will establish an annual budget for Commissioner and staff attendance at functions / events.
2. Commissioners or Commission staff may submit expense claims for reimbursement to the Executive Director.
3. The Chair will be responsible for determining whether attendance at the event was for a necessary Commission purpose.
4. 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 [Policy 5.7.1](#)
5. 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 [Policy 5.7.1](#).
6. All Commission Members are encouraged to attend the Alberta Association of Police Governance (AAPG) and Canadian Association of Police Governance (CAPG) Conferences.
7. A memo will be drafted at the beginning of each year with a list outlining anticipated events for the remainder of the year.
8. In the event of a cancellation, Commissioners must make every effort to find a Commissioner to replace them at the event. See [Policy 5.7.1 \(8\)](#).
9. Tickets for spouses will be paid for by the attending Commissioner.
10. Barring extraordinary circumstances, as approved by the Chair, the Commission will not pay for "no show" or last-minute cancellations.

11. Commissioner attendance at events will be reported quarterly as part of the Commission financial report.

Note to file: Recommend an event budget be set at \$15,000