

ALBERTA DEVELOPMENT OFFICERS ASSOCIATION POLICIES AND PROCEDURES

POLICY TITLE: Annual Conference Policy		
NEW POLICY NO. 26-ADOA-003		
ORIGIN/AUTHORITY: Board of Directors	ADOPTED BY: Board of Directors	EFFECTIVE DATE: March 9, 2023
	REPLACES POLICY NO. 20-ADOA-001	REVISION DATE: July 20, 2026

Definitions:

For the purposes of this Policy:

The Alberta Development Officers' Association (ADOA) is a non-profit professional association that supports development officers and others involved in municipal planning and development across Alberta. Its main purpose is to provide education, networking, resources, and advocacy for people working in development and planning roles.

Annual Conference means the annual conference, convention, or educational event organized or sponsored by ADOA.

Board means the Board of Directors of the Alberta Development Officers Association.

Bookkeeper means the individual or service provider responsible for maintaining the Association's financial records, including recording revenues and expenses in accounting software (e.g., QuickBooks), managing payables and receivables, reconciling bank and credit card statements, preparing financial reports for the Treasurer and Board, and providing records for any review or audit as required.

Development Officer and/or Authority means a person, municipal planning commission, joint municipal planning commission, or anybody appointed as a Development Authority and/or Development Officer pursuant to a municipal bylaw adopted in accordance with the Act.

Executive or Executive Officers means collectively, those directors of the Association who are appointed as Executive Officers of the Board.

Member means an Active Member, Associate Member and Corporate Member as defined in the ADOA General Bylaw.

Conference:

The Annual Conference of the Alberta Development Officers Association (ADOA) shall be conducted in accordance with the Association's Bylaws and any policies established by the Board of Directors. Pursuant to the ADOA Bylaws, the Association's Annual General Meeting (AGM) shall be convened as part of the Annual Conference and shall serve as the official forum for conducting the business of the Association and addressing matters requiring membership consideration.

The intent of the conference is to provide members with professional development, continuing education, networking opportunities, collaboration, knowledge-sharing, and exposure to emerging legislation, planning practices, technology, and trends affecting municipal planning and development throughout Alberta.

Conference Objectives:

Purpose

The Annual Conference shall support the strategic objectives of the Alberta Development Officers Association by promoting professional development, encouraging networking among municipal professionals, fostering collaboration between municipalities and industry partners, providing education on current legislation and best practices, and strengthening relationships among members, government agencies, consultants, educators, and stakeholders involved in municipal planning and development.

The following policies and procedures are designed as an outline or model to assist in organizing ADOA conferences.

1. The Conference Committee shall consist of at least one (1) ADOA Board Director and representatives from the host municipality or host municipalities. The Conference Committee may also include additional individuals, organizations, or volunteers whose participation is deemed beneficial to the planning, coordination, and successful delivery of the conference.
2. The ADOA will host a conference yearly at a different location in the Province of Alberta, with an attempt to alternate between the North, South, East and West areas of the province. The conference shall be held in September or October and shall be not less than two (2) days and not more than three (3) days in length.
3. The Board of Directors shall invite municipalities to volunteer to host the Annual Conference and will endeavour to obtain confirmation one (1) year in advance to assist with planning and budgeting. Municipalities are encouraged to collaborate with neighbouring municipalities, regional partners, or other organizations whose objectives align with those of the ADOA to jointly host the conference. Where more than one municipality expresses interest in hosting, the host location shall be determined by resolution of the Board of Directors.

4. The Conference Committee shall be comprised of a Conference Liaison, consisting of a Conference Committee Chair and a Treasurer, who are members of the Board, and shall have the authority to establish roles and responsibilities for each of its members as deemed appropriate. The Committee may establish sub-committees to address specific conference functions. Conference Committee members shall disclose any actual, potential, or perceived conflicts of interest involving sponsors, exhibitors, vendors, contractors, consultants, or service providers associated with the conference.
5. The date of the conference will be determined in consultation with the Board. The Conference shall be advertised on the ADOA website and in the Communicator newsletter. The date and location of the conference will be announced no later than 90 days prior to the conference as per Section 13.2 of the ADOA General Bylaw.
6. The Board of Directors shall determine and provide annual conference funding to the Conference Committee, as per the annual budget approved by the Board, no later than 60 days prior to the conference. The Conference Committee should not incur expenditures exceeding the approved budget without prior Board approval. The host municipality(s) are encouraged to obtain sponsorships from municipalities, businesses, and industry partners to assist with conference costs, and the Treasurer shall apply for any available Municipal Affairs grants or other funding opportunities on behalf of the ADOA. Any funds provided to the Conference Committee which are procured by grants or other funding sources shall be in addition to the base amount provided by the ADOA.
7. Notwithstanding the annual conference funding allocation established by the Association, the ADOA Board of Directors may, by majority vote, approve additional financial support for a conference where extraordinary or unforeseen costs have been demonstrated. Any request for additional funding shall be submitted by the Conference Committee, supported by a detailed rationale and budget presentation outlining the need for the additional funds. The Board shall consider the financial position of the Association, the benefit to conference participants, and the overall success of the conference when determining whether additional funding will be provided.
8. The Board of Directors shall reimburse reasonable expenses incurred by the Conference Committee for meetings with the previous Conference Committee to facilitate the transfer of conference materials, records, knowledge, and operational information, including lessons learned, best practices, challenges encountered, and recommendations for future conferences.
9. The Conference Committee will submit a final budget for the conference no later than forty-five (45) days after the event.
10. Expenses associated with speakers and special guests, including honorariums, travel, accommodations, meals, and any recognition or appreciation items, shall be funded through the approved conference budget.
11. Conference presentations shall be educational in nature and designed to provide relevant knowledge, practical insights, and professional development opportunities for

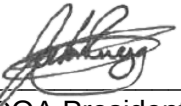
conference attendees. The Conference Committee shall review all presentations and may refuse any presentation at its sole discretion and for any reason the Committee deems appropriate.

12. Conference attendee gifts are not mandatory; however, the Conference Committee may choose to provide attendee gifts or promotional items at its discretion, provided all associated costs are included within and funded through the approved conference budget.
13. The Board of Directors' and the Bookkeepers' expenses, such as travel and accommodation, will be paid from the general ADOA account.
14. The conference fee for non-members shall be at least the fee per person for members, plus the current fee for an ADOA membership. The Conference Committee may establish a discounted or complimentary registration fee for students enrolled in the University of Alberta, Applied Land Use Planning Program or a recognized post-secondary institution, subject to approval by the Board of Directors. Representatives, members, and invited attendees from the host municipality, not exceeding six (6) individuals, shall be exempt from the applicable conference registration fees.
15. The Board of Directors shall be exempted from the payment of conference registration fees.
16. At the discretion of the Conference Committee, invited speakers may not be required to pay conference registration fees.
17. Conference fees shall be paid in advance of attending the conference or, at the discretion of the Conference Committee, may be paid at the conference upon registration. Conference fees shall be payable by cheque, electronic funds transfer, credit card, online payment platform, purchase order, or such other payment methods as approved by the Board of Directors. Unpaid fees will result in the Active Member, Associate Member or Associate Corporate Member becoming a "member not-in-good-standing" and, therefore, would lose membership privileges until all accounts owing are cleared. Confirmation of registration for the conference shall be provided at least two (2) weeks prior to the conference date or upon full payment of the conference fee.
18. Conference fees shall be submitted to the ADOA Bookkeeper, who will maintain a record of payments and registrations. The Bookkeeper will report back to the Conference Committee Treasurer.
19. Cancellations of registrations will be accepted only up to twenty-five (25) days prior to the start of the Conference. A written request with an explanation of cancellation is required. Cancellation requests received later than one week prior to the start of the Conference for extenuating circumstances (such as illness) shall be reviewed by the ADOA Board of Directors. The Board may consider a request for a transfer of the registration should one member from the Municipality not be able to attend.

20. The Conference Committee shall make reasonable efforts to ensure conference facilities, accommodations, and activities are accessible and inclusive. Consideration shall be given to mobility requirements, dietary restrictions, accessibility accommodations, and participation needs identified by registrants.
21. All attendees, speakers, sponsors, exhibitors, volunteers, contractors, guests, and participants shall conduct themselves in a professional, respectful, and courteous manner. Harassment, discrimination, intimidation, bullying, disruptive behaviour, or conduct detrimental to the objectives of the conference shall not be tolerated. The Board of Directors reserves the right to remove any individual from conference activities where such conduct occurs without refund of conference fees.
22. The Bookkeeper, in conjunction with the Conference Committee's Treasurer and the ADOA Treasurer, shall maintain accurate financial records. The host municipality shall issue payment of expenses for the Conference in consultation with the ADOA Treasurer.
23. A payment request form with the required information shall be submitted as required.
24. The ADOA logo shall be used on all correspondence, receipts, and other materials.
25. The conference registration form, including fees and deadlines for payments, will be determined by the ADOA Board.
26. The theme of the conference will be determined in consultation with the ADOA Board no less than three (3) months prior to the Conference.
27. Our members prefer to all be located in the same hotel. However, it is understood that not all communities have the hotels or conference facilities large enough to accommodate our numbers in one location. Should the conference location be separate from the accommodations, notice of this should be made clear on the registration forms so members can determine their transportation needs accordingly. If transportation is provided by the conference committee (i.e. shuttle service), notice of this shall be provided upon confirmation of paid registration.
28. The Conference Committee shall appoint a Master of Ceremonies (MC) who possesses the skills and experience necessary to facilitate conference proceedings effectively, introduce speakers and guests, manage event schedules, and contribute to a professional and engaging conference environment.
29. The agenda, program, speakers and Annual General Meeting agenda for the conference will be established in consultation with the ADOA Board. The conference program usually consists of:
 - a. Speakers and Workshop Sessions – may include concurrent or break-out sessions and a legal bear pit session
 - b. Guest Speakers – MLAs, Mayors, Reeves, Municipal Affairs – greet guests at the beginning of the conference, after coffee breaks and lunch

- c. Social – usually includes:
 - i. welcome reception and registration, golfing or other outdoor/sport activities, indoor activities (example, museum tour, bowling, casino, etc.)
 - ii. a banquet is held with entertainment or a speaker.
 - iii. free time evening
 - d. Tours – optional; however, they are appreciated by our members.
 - e. Tradeshow or Advertising – municipalities, potential sponsors, advertisers and exhibitors. Municipalities do not pay for their booth. Exhibitors, sponsors, and advertisers would be charged a fee determined by the Conference Committee. The Conference Committee shall have the discretion to establish exhibitor registration fees and any associated meal ticket costs, taking into consideration the conference budget, event activities, and the opportunity for exhibitors to participate in conference functions and networking events.
 - f. Recognition – the ADOA President or designate shall make the special recognition presentations.
 - g. Grant/Bursary Recipients – the ADOA Education Committee shall present the Education Grants and Bursaries and announce the current year's Applied Land Use Planning Certificate graduates.
 - h. Solicitations – No members, sponsors, advertisers or exhibitors shall do any solicitation to any member of the ADOA, unless the product directly relates to Municipal Planning work/items, upon penalty of removal from the conference.
30. The location and menu for the reception, meals, breaks, and banquet shall be selected by the Conference Committee and presented to the ADOA Board of Directors for information no less than three (3) months prior to the conference date.
31. The Conference Committee shall be responsible for arranging all audiovisual equipment and other resources required for the successful delivery of the conference. All approved costs associated with such equipment, services, rentals, and technical support shall be funded through the conference budget.
32. The Annual General Meeting Agenda and Board Reports shall be prepared by the ADOA Board and submitted to the Conference Committee for inclusion in the conference package. The ADOA presentation/logo folders shall be used to assemble the handouts.
- The ADOA Board Reports and Financial Audit and Statements shall be prepared no later than two (2) weeks prior to the conference and submitted to the President for review. These will include reports from: the President, Treasurer, and chairs of the following committees: Membership, Education, Communications, Nominations, Bylaw/Policy, and other sub-committees as they may be established.
33. Program, agenda, speakers' biographies, list of registrants, sponsorship lists and other conference package materials will be prepared by the Conference Committee.

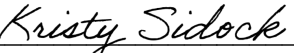
34. A name tag with the attendee's name, municipality or organization will be provided for all registrants, speakers and guests. The person's name will be displayed in a large enough font so it can easily be read. For identification purposes, it is recommended that the current Board members' tags and Conference Committee members' tags be distinguishable from those of other registrants.
35. Door prizes may be solicited from members and their municipalities. The Conference Committee may request that the ADOA Committee send out a fan-out email to the ADOA membership soliciting door prizes. There is only one opportunity to win a prize, and the person must be in the room.
36. The Conference Chair shall provide progress and status reports to the ADOA Board of Directors no later than three (3) months and two (2) weeks prior to the conference. The Conference Chair may also provide additional updates as required. At any time during the planning process, the Conference Chair may seek guidance, support, or assistance from the ADOA President, Conference Liaison, or Board of Directors as deemed necessary.
37. Thank you letters formally acknowledging participation in the conference shall be sent to municipalities, speakers, sponsors, volunteers, and other contributors to our conference by the Conference Committee on ADOA letterhead within two weeks of the conference concluding.
38. The Conference Committee shall prepare and submit a final conference financial report, including a detailed summary of all revenues, expenditures, and supporting financial information, to the ADOA Treasurer no later than one (1) month following the conclusion of the conference. The report shall be sufficiently detailed to support financial reconciliation, audit requirements, and future conference planning.



ADOA President

July 27, 2026

Date



Kristy Sidock
ADOA Vice President

July 27, 2026

Date