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**Canadian Association of Municipal Administrators (CAMA)  
Annual National Conference Attendance Bursary**

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**RATIONALE:**

The Mission of Local Government Administrators of the Northwest Territories (LGANT) is to strive for and promote excellence and professionalism in the field of local government administration in the Northwest Territories through education and career development programs and to create awareness of the Community Officer's role in the community. The LGANT supports and encourages ongoing professional development of members of the Association by offering financial assistance to attend the CAMA Annual National Conference. **CAMA** is a national, non-profit association open to all municipal managers, including: city clerks; any person who is employed in a management capacity in the administration of a Canadian municipality; and, any person who is employed in an executive capacity in a national, regional, provincial, or territorial municipal organization dealing with municipal management and administration. For more information on CAMA: [www.camacam.ca](http://www.camacam.ca).

**OBJECTIVE:**

To establish procedures for awarding the bursary.

**POLICY STATEMENT:**

The LGANT may award each year, funding assistance of up to \$5,000.00 (five thousand dollars) for one person to attend the CAMA Annual National Conference. A maximum of 1 (one) member is eligible to receive this funding amount annually.

**A . Eligibility**

1. The funding is available to a Regular Member of the Association (as per Section 2.2 By-laws), who is a member in good standing.
2. A Regular Member may receive only 1 (one) funding assistance within a 3 (three) year period.

**B. Criteria For Selection**

3. Financial need is not necessarily a factor in selection, but preference may be given if the award enables a member to participate in the CAMA National Conference in which he or she might otherwise not be able to participate.
4. Candidates must demonstrate a commitment to their Local Community Government Administration.
5. Indicate what you hope to gain from attending the Conference using the application form.
6. Indicate how you would report on your participation to LGANT after the event using the application form.

**C. Application and Selection**

7. Applications must be submitted to the Executive Director **by January 31<sup>st</sup>, 2010.**

8. The Executive Director will forward applications to the Board of Directors for review and will select the 1 (one) candidate whose application best meets the criteria.
9. The decision of the board on the one (1) bursary is final and is not open for appeal.
10. The President at the annual general meeting or the annual conference of the Association shall announce the name of the recipient.
11. Where no applications for the award are received or where none of the applications received meets the award criteria, the award may be awarded later in the year or shall be held over to the following year.
12. The LGANT Board of Directors may at its sole discretion terminate this program.

#### **D. Payment, Use and Accountability for Attendance Bursary**

13. Upon approval of the bursary by the LGANT Board, one half of the approved amount shall be paid to the successful candidate. The second half of the amount shall be paid when the recipient submits their accounting including official receipts for the use of the funding to the Executive Director and current membership status is confirmed.
14. All travel arrangements are the responsibility of the successful recipient.
15. The funds may only be used to defray costs of registration, travel, and accommodation for the recipient. The recipient must return to the Executive Director a written statement of accounting for the use of the bursary and will return any funds unused by the recipient.
16. Failure to provide such a statement (including official receipts) or to return unused or inappropriately used funds from the bursary will result in the recipient being classified as a member who is not in good standing.
17. The bursary shall only be used for the individual candidate attending the conference for which the application was made.

