

NORTHWESTERN ONTARIO MUNICIPAL ASSOCIATION  
POLICIES RESPECTING THE AGM

Policy Number: A002

POLICY STATEMENT

As established in the Constitution and By-laws, the Northwestern Ontario Municipal Association holds an Annual General Meeting each year. The following policies and practices have been developed to provide guidance regarding administration of the event.

I. REGISTRATION FEES

1. The Board of Directors shall establish Registration Fees for various classes of attendees to the Annual General Meeting.
2. If a representative from the corporate sector wishes to attend the AGM, the registration fee shall be double the member's registration rate.
3. Presenters, speakers, members of the press, MPs, and MPPs, shall attend the meeting free of charge but will be charged for attendance at meals. Exceptions may be made at the discretion of the President and/or Executive Director.
4. One official representative from the Association of Manitoba Municipalities and the Association of Municipalities of Ontario will be provided complimentary registration to attend the full conference. Additional representatives will be charged at the member's registration rate. Exceptions may be made at the discretion of the President and/or Executive Director.
5. Members of the public wishing to attend the Ministers' Forum (Bear Pit Session) only shall be charged a non-refundable registration fee equal to 50% of the normal registration fee. Such attendees shall be observers only and will not be permitted to speak or ask questions.
6. The various classes of registrants shall be colour coded.
7. An administration fee of \$50.00 will be charged on each registration refund, only if the request is made up to 14 days prior to the first day of the AGM. Substitutions are permitted.
8. Refunds will not be provided when written notification is received after the time specified in 8 above.

## II. PRESENTERS/SPEAKERS

1. The Association shall make a donation to a charitable organization or organizations, of its choice, in lieu of a providing a gift to speakers/presenters.
2. If there are any expenses required to be paid for the attendance of a speaker/presenter that are not included in the event budget, the costs shall first be approved by the Executive.

## III. SPONSORS

Event sponsorship is subject to NOMA's Policy Respecting Sponsorship

## IV. INSERTIONS IN CONFERENCE PACKAGE

1. If a non-municipal organization wishes to have an article or other item, promoting their firm, included in the Conference Package, the firm or organization shall pay a non-refundable fee of \$150.00 which shall be paid in advance.
2. It shall be the responsibility of the person, firm or organization to provide a sufficient number of the article or item.

## V. EXHIBITOR'S FEE

1. An exhibitor's fee of \$500.00 entitles a member organization, Government Ministry or Gold, Silver or Bronze level Event Sponsor an approximate floor space of no greater than 10'wide X 10' deep in the Exhibit area and includes registration for one participant in social activities and meals.
2. The fee to be charged for each additional booth attendee shall be equivalent to the member registration fee.
3. Space will be available on a first come, first serve basis.

## VII. LATE RESOLUTIONS

The Executive Director will advise of the number of copies needed for distribution to the delegates. It is the responsibility of the submitting party to provide sufficient copies.

Adopted by Executive Committee - April 30, 1998, City of Thunder Bay  
Amended by the Board of Directors - September 26, 2001, City of Thunder Bay  
Amended by the Board of Directors – September 29, 2010, City of Thunder Bay  
Amended by the Board of Directors – November 16, 2011, City of Thunder Bay