



POLICY Membership Fees

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POLICY RATIONALE

This policy is intended to set out details for the implementation of the Local Government Administration Association of Alberta's (the Association) annual membership fees, deadlines for payment, and related incentive programs for membership fees.

POLICY STATEMENT

1. ESTABLISHMENT OF MEMBERSHIP FEES

- 1.1. The Board may, by resolution, prior to the year in which the fee takes effect establish annual fees for members of the Association.
- 1.2. The Board may set different fee amounts for each classification of member.
- 1.3. The Board may set a different fee amount for first-time members.

2. DUE DATE FOR PAYMENT

- 2.1. The annual due date for renewal and payment of membership fees shall be January 1st of each year.
- 2.2. If a member has not paid their membership fee by March 1st, the person will cease to be a member and shall be removed from the current year's membership list.

3. PRO-RATED MEMBERSHIP FEES

- 3.1. The Association shall offer a pro-rated membership fee for persons that apply for membership at any point in the calendar year following the Association's annual conference.
- 3.2. A pro-rated membership fee will take effect in the month immediately following the Association's annual conference and shall be calculated based on the number of months remaining in the calendar year.

4. WAIVER OF MEMBERSHIP FEES

- 4.1. Participants of Alberta Municipal Affairs' Municipal Internship Program shall receive a complimentary membership, which shall expire December 31 of the year immediately following the year of initiation in the Municipal Internship Program.
- 4.2. Lifetime Members are entitled to a free membership each year.

4.3. The Board may:

- a) waive fees for a period not to exceed six months for Regular Members in good standing who have notified LGAA that they are in transition between full-time positions with a local government;
 - i. Upon completion of the waiver term, the member shall have 30 days to pay the current pro-rated amount of the membership fee or their membership will be terminated.
- b) reduce fees for a particular Member based on extraordinary personal circumstances; or
- c) waive fees for an individual in any circumstances that the Board deems acceptable.

4.4. The Executive Director is delegated authority, at their discretion, to waive or reduce fees, as appropriate, based on the criteria set out in paragraph 4.3.

5. MEMBERSHIP REBATE PROGRAM

5.1. The Association shall offer an annual rebate to organizations that have three or more members in good standing.

5.2. The rebate shall be calculated based on the number of paid members in good standing in each organization as of the 1st day of the month immediately following the Association's annual conference.

5.3. The rebate calculation shall exclude any member that had their membership fee waived in the year.

5.4. Rebates shall be paid according to the following schedule:

- a) 1-2 members Not applicable
- b) 3-4 members 15% rebate
- c) 5-9 members 20% rebate
- d) 10 or more members 25% rebate