

**TOWN OF
KIRKLAND LAKE**

POLICY

SECTION:	SUBJECT: SEMINAR, CONVENTION, ETC., ATTENDANCE	Pg. 1 of 1
		DATE: November 3, 1981

The present policy governing attendance at any seminars, workshops, conventions or professional development activity be amended effective January 1st, 1982 so that any application by a staff member may be approved by the Department Head provided funds have been allocated in the budget to cover the expenditure.