

# COUNTY OF ST. PAUL NO. 19

*Our Mission - To create desirable rural experiences*



## HR-7 Conference and Education Attendance Policy

Department: Human Resources

### POLICY OBJECTIVE:

The County of St. Paul recognizes the importance of employees and Council members attending conferences applicable to the delivery of services within their specific departments and may desire to provide payment for the related fees and expenses for attending a conference or other educational course or pursuit. The County offers these training and development opportunities as a benefit of employment.

### POLICY STATEMENTS:

#### 1.0 Annual Attendance Approval

- 1.1 The Council of the County of St. Paul approves the annual attendance of Reeve and Council members at the following conferences/Meetings/Seminars:
  - (i) RMA Spring and Fall Conventions;
  - (ii) RMRF and Brownlee Law Seminars
  - (iii) AAAF Zone Meeting
  - (iv) RMA Zone Meetings
  - (v) Provincial Agriculture Service Board Tour and Provincial Conference;
- 1.2 The Council of the County of St. Paul approves attendance of Reeve and Council at the following educational courses:
  - (i) Elected Officials Education Program (EOEP) courses can only be taken once, and approval will cease upon completion of the certificate.
- 1.3 The Council of the County of St. Paul approves attendance of Reeve and Council at training required for committees or as required by the MGA, ie – ARB, SDAB, Emergency Management, ICS 100.
- 1.4 Any request to attend conferences or other professional development opportunities not listed above or approved and paid for at the Council committee level, must be brought before Council at a Meeting prior to the conference for approval. Two conferences will be approved during each calendar year. Additional professional development opportunities will be considered based on merit and cost. The onus

will be on the elected official to demonstrate the benefits of attending the conference.

- 1.5 The Council of the County of St. Paul approves annual attendance of members at large for the following conferences and education courses:

FCSS Conference

Agricultural Service Board Provincial Tour and Conferences

Assessment Review Board Training

Subdivision and Development Appeal Board Training

- 1.7 The Council of the County of St. Paul approves the annual attendance of employees at the following conferences and educational courses:

(a) Chief Administrative Officer:

- (i) Alberta Rural Municipal Administrators' Association;
- (ii) RMA Spring and Fall Conventions;
- (iii) Administrator's Mountain Refresher Conference, SLGM or Local Government Administration Association Conference - LGAA;
- (iv) Canadian Association of Municipal Administrators OR International City/County Management Association (choose one or the other each year) \*Within North America only.

(b) Director of Community Services:

- (i) Administrator's Mountain Refresher Conference, SLGM;
- (ii) Alberta Association of Recreation Facility Personnel Conference;
- (iii) Alberta CARE Conference, Spring and Fall;
- (iv) Alberta Fire Chiefs Association Conference;
- (v) Alberta Recycling Management Authority Conference;
- (vi) Alberta Rural Municipal Administrators' Conference;
- (vii) Compost Council of Canada Conference, when it's in western Canada;
- (viii) Provincial Agricultural Service Board Conference;
- (ix) Regional Agricultural Service Board Conference; and
- (x) Solid Waste Association of North America (SWANA) Northern Lights Chapter Conference, when it's in Western Canada

(c) Director of Corporate Services:

- (i) Alberta Rural Municipal Administrators Association;

- (ii) Alberta Municipal Clerks' Conference and Fall Workshop;
  - (iii) Administrator's Mountain Refresher Conference – SLGM;
  - (iv) RMA Insurance RiskPro Symposium; and
  - (v) Government Finance Officers of Alberta Conference.
- (d) Director of Public Works:
  - (i) Alberta Municipal Supervisors Association; and
  - (ii) Alberta Sand and Gravel Conference.
- (e) Public Works Managers and Supervisors
  - (i) Alberta Municipal Supervisors Association Conventions; and
  - (ii) Alberta Sand and Gravel Conferences.
- (f) Director of Regional Occupational Health and Safety (may attend up to a maximum of three):
  - (i) Alberta Emergency Management Agency Summit;
  - (ii) Disaster Services Conference;
  - (iii) Rural Utilities and Safety Association Conference;
  - (iv) Alberta Health and Safety Conference;
  - (v) Western Conference on Safety;
  - (vi) Canadian Society of Safety Engineers (CSSE) Conference; or
  - (vii) Association of Safety Partnerships (AASP) Conference
  - (ix) Alberta Construction Safety Association (ACSA)
- (g) Agricultural Fieldman
  - (i) Provincial Agricultural Service Board Conference;
  - (ii) Regional Agricultural Service Board Conference;
  - (iii) Alberta Association of Agricultural Fieldmen In-Service Training; and
  - (iv) Provincial Agricultural Service Board Summer Tour Conference
- (h) Manager of Waste & Agricultural Services
  - (i) Provincial Agricultural Service Board Conference;
  - (ii) Regional Agricultural Service Board Conference;
  - (iii) Alberta Association of Agricultural Fieldmen In-Service Training; and

- (iv) Solid Waste Association of North America (SWANA) Northern Lights Chapter Conference when it's in Western Canada
  - (v) Alberta CARE Conference, Spring and Fall
- (i) Assessment Review Board Clerk and Members:
  - (i) Training as required by statute.
- (j) Certified Water Operators:
  - (i) Western Canada Water & Wastewater Operators Association;
  - (ii) Alberta Water and Wastewater Operators Association;
  - (iii) Rural Utilities and Safety Association Conference.
- (k) Communications Coordinator
  - (i) Annual Municipal Communications Conference
- (l) Occupational Health and Safety Coordinator (may attend up to a maximum of two):
  - (i) Alberta Emergency Management Agency Summit;
  - (ii) Alberta Health and Safety Conference;
  - (iii) Western Conference on Safety; or
  - (iv) Rural Utilities and Safety Association Conference.
- (m) Executive Assistant:
  - (i) Alberta Municipal Clerks' Conference and Fall Workshop.
  - (ii) CAMA – Executive Assistants in Local Government National Conference and Professional Development Webinars
- (n) Finance Officer:
  - (i) Canadian Association of Government Finance Officers;
  - (ii) Government Finance Officers of Alberta; and
  - (ii) Infrastructure Asset Management Alberta Workshops.
- (o) FOIP Coordinator:
  - (i) Access and Privacy Conference
- (p) IT/GIS Coordinator:
  - (i) GIS Training
  - (ii) Infrastructure Asset Management Alberta Workshops
  - (iii) MISA Prairies Conference

- (q) Joint Health and Safety Committee Members (once during the term on the committee)
  - (i) Rural Utilities and Safety Association Conference
- (r) Library Board Secretary/Treasurer:
  - (i) Northern Lights Library Conference;
  - (ii) Regional Library Conference
- (s) Parks Foreman:
  - (i) Alberta Recreation and Parks Association Conference.
- (t) Payroll Technician:
  - (i) Government Finance Officers of Alberta;
  - (ii) Canadian Payroll Association Conference; and
  - (iii) Local Authorities' Pension Plan Training.
- (u) Planning and Development Staff:
  - (i) Alberta Development Officers' Association; and
  - (ii) Community Planning Association of Alberta Conference
  - (iii) Alberta Professional Planners Institute (APPI) Conference
- (v) Subdivision and Development Appeal Board Members and Clerk:
  - (i) Training as required by statute.
- (w) Taxation and Assessment Technician:
  - (i) Alberta Assessors' Association Conference; and
  - (ii) Alberta Property Tax Seminar
  - (iii) Alberta Municipal Taxation Professionals Association Conference

## **2.0 Additional Conferences and Educational Opportunities:**

- 2.1 The Chief Administrative Officer may authorize staff to attend conferences, workshops, or activities related to their positions if such activities occur prior to Council having had an opportunity to consider the matter at a Council meeting. When this occurs, the Chief Administrative Officer shall report such attendances to Council at the following regular Council meeting for ratification.
- 2.2 The County may provide financial support for course fees to employees who wish to follow educational programs relevant to their work. The employees will be required to present a request to the Chief Administrative Officer outlining in detail the program to be followed and related costs thereof.

### **3.0 Conditions**

- 3.1 If reasonable, County-owned vehicles shall be used for transportation to and from conferences, seminars, workshops, or other educational sessions.
- 3.2 If any employee is required to attend mandatory professional development on a weekend or holiday, they will be provided with time in lieu based on the number of hours worked as per the County Overtime and Overtime Agreements Policy.
- 3.3 Registration fees may be paid for by the County with the authorization of Council.
- 3.4 Upon completion of any course funded by the County, the final grades must be submitted to their immediate supervisor.
- 3.5 If the County requires any additional training or training is required by law (for example, drivers' testing, drivers' medical, air brake endorsement, etc.), the County will cover the costs of training and testing for employees at the discretion of the Chief Administrative Officer or their supervisor.
- 3.6 Any full-time permanent or seasonal employee participating in any courses that have been paid for by the County must remain with the County after course completion for a period of twelve (12) months. If an employee terminates their employment prior to the one-year period, the training or tuition fee shall be reimbursed to the County.

### **4.0 Travel:**

- 4.1 Employees shall coordinate a departure time with their immediate supervisor prior to departing for any conference, education, or other professional development training to ensure that all required duties will be covered off.

### **Related Policies**

- Professional Training and Development Policy
- Driving and Vehicle Use Policy
- Overtime and Overtime Agreements Policy

Council Approval: September 14, 2010  
Amended: October 10, 2017  
Amended: May 12, 2020  
Amended: December 14, 2021  
Amended: March 14, 2023  
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