

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:
 - (i) RMA Spring and Fall Conventions;
 - (ii) 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. Up to two additional conferences will be approved during each calendar year.
- 1.5 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;
 - (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) Alberta Rural Municipal Administrators' Conference;
 - (ii) Alberta Association of Recreation Facility Personnel Conference;
 - (iii) Provincial Agricultural Service Board Conference;
 - (iv) Alberta Fire Chiefs Association Conference; and
 - (v) Solid Waste Association of North America (SWANA) Northern Lights Chapter Conference, when it's in Western Canada
 - (vi) Alberta CARE Conference
- (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 FCSS:
- (i) Director's Network;
 - (ii) FCSSAA Convention;
 - (iii) Seniors Conferences;
 - (iv) Spring Northeast Gathering; and
 - (v) Emergency Management Conferences and Workshops as required.
- (e) FCSS Assistant:
- (i) Director's Network;
 - (ii) FCSSAA Convention;
 - (iii) Seniors Conferences;
 - (iv) Spring Northeast Gathering; and

- (iv) Emergency Management Conferences and Workshops as required.
- (f) Director of Public Works:
 - (i) Alberta Municipal Supervisors Association; and
 - (ii) Alberta Sand and Gravel Conference.
- (g) Public Works Managers and Supervisors
 - (i) Alberta Municipal Supervisors Association Conventions; and
 - (ii) Alberta Sand and Gravel Conferences.
- (h) 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; and
 - (vii) Association of Safety Partnerships (AASP) Conference
- (i) 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
- (j) Assistant Agricultural Fieldman/Waste Management Supervisor:
 - (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
 - (v) Solid Waste Association of North America (SWANA) Northern Lights Chapter Conference when it's in Western Canada
 - (vi) Alberta CARE Conference
- (k) Assessment Review Board Clerk and Members:

- (i) Training as required by statute.
- (l) Certified Water Operators:
 - (i) Western Canada Water & Wastewater Operators Association;
 - (ii) Alberta Water and Wastewater Operators Association;
 - (iii) Rural Utilities and Safety Association.
- (m) Communications Specialist
 - (i) Annual Municipal Communications Conference
- (n) Emergency Management and 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; and
 - (iv) Rural Utilities and Safety Association Conference.
- (o) Executive Assistant:
 - (i) Alberta Municipal Clerks' Conference and Fall Workshop.
- (p) Finance Officer:
 - (i) Government Finance Officers of Alberta; and
 - (ii) Infrastructure Asset Management Alberta Workshops.
- (q) FOIP Coordinator:
 - (i) Access and Privacy Conference
- (r) GIS and Special Projects Coordinator:
 - (i) Munisight Training
 - (ii) Infrastructure Asset Management Alberta Workshops
- (s) Library Board Secretary:
 - (i) Northern Lights Library Conference;
 - (ii) Alberta Library Conference.
- (t) Parks Foreman:
 - (i) Alberta Recreation and Parks Association Conference.
- (u) Payroll Technician:
 - (i) Government Finance Officers of Alberta;

- (ii) Canadian Payroll Association Conference; and
 - (iii) Local Authorities' Pension Plan Training.
- (v) Planning and Development Staff:
 - (i) Alberta Development Officers' Association; and
 - (ii) Community Planning Association of Alberta Conference.
- (w) Subdivision and Development Appeal Board Members and Clerk:
 - (i) Training as required by statute.
- (x) 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 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

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