



## COUNTY OF ST. PAUL NO. 19

### BALANCING RURAL HERITAGE WITH A DIVERSE ECONOMY

#### **POLICY OBJECTIVE:**

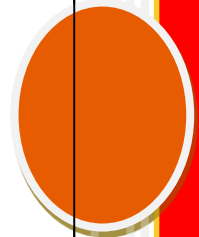
The County of St. Paul recognizes the importance of employees and Council members attending conferences applicable to the delivery of services within their specific departments and may desire to provide payment for the related fees and expenses for attending a conference or other educational course or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

#### **POLICY STATEMENT:**

#### **A) ANNUAL ATTENDANCE:**

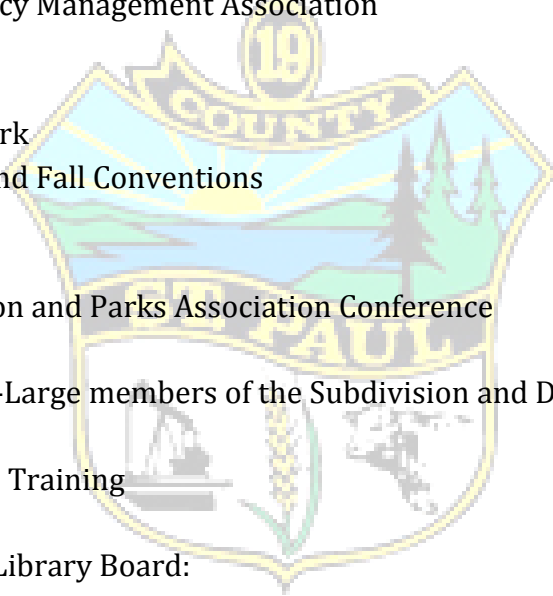
- 1) The Council of the County of St. Paul approves the annual attendance of employees and Council members at the following conferences and educational courses:
  - a) Reeve and County Councillors:
    - AAMD&C Spring and Fall Conventions
    - Agriculture Service Board Tour and Convention
    - Rural Utilities and Safety Association Conference
    - Community Planning Conference
    - Elected Officials Education Program (As it pertains to the EOEP, courses can only be taken once and approval will cease upon completion of the certificate.
  - b) Chief Administrative Officer:
    - Alberta Rural Municipal Administrators' Association
    - AAMD&C Spring and Fall Conventions
    - Administrator's Mountain Refresher Conference – SLGM
  - c) Assistant Chief Administrative Officer:
    - Alberta Rural Municipal Administrators' Conference
    - AAMD&C Spring and Fall Conventions

- d) Superintendent of Public Works:  
AAMD&C Spring and Fall Conventions
- e) Assistant Superintendent of Public Works:  
AAMD&C Spring and Fall Conventions
- f) Finance Officer:  
Government Finance Officers of Alberta
- g) Assessor:  
Alberta Assessors' Association  
Alberta Assessors' Association Fall Education Symposium
- h) Assessment Clerks:  
Assessment Review Board Conference
- i) Planning and Development Staff:  
Alberta Development Officers' Association  
Community Planning Conference
- j) FOIP Coordinator:  
Access and Privacy Conference
- k) Director of Environmental and Emergency Services:  
Alberta Association of Agricultural Fieldmen  
Regional Agricultural Service Board Conference  
In-Service Training  
Provincial Agricultural Service Board Summer Tour Conference  
Community Planning Conference
- l) Agricultural Fieldmen/Officers:  
Alberta Association of Agricultural Fieldmen  
Regional Agricultural Service Board Conference  
In-Service Training  
Provincial Agricultural Service Board Summer Tour Conference
- m) Certified Water Operators:  
Alberta Chapter Western Canada Water & Wastewater Operators Association



Alberta Water and Wastewater Operators Association  
Rural Utilities and Safety Association

- n) Director of Legislative and Communication Services:  
Alberta Rural Municipal Administrators Assoc.  
AAMD&C Spring & Fall Conventions  
Alberta Municipal Clerks' Conference
- o) Director of Emergency Social Services:  
Alberta Emergency Management Association
- p) Deputy Director of Emergency Management:  
Alberta Emergency Management Association
- q) FCSS Director:  
Director's Network  
FCSSAA Spring and Fall Conventions
- r) Parks Managers:  
Alberta Recreation and Parks Association Conference
- s) Secretary and At-Large members of the Subdivision and Development Appeal Board:  
Municipal Affairs Training
- t) Secretary to the Library Board:  
Northern Lights Library Conference  
Alberta Library Conference



**B) ADDITIONAL CONFERENCES AND EDUCATIONAL OPPORTUNITIES:**

- 1) The Chief Administrative Officer may authorize departments heads 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) 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) The Department Head may in consultation with the Chief Administrative Officer, authorize an employee to attend a conference, seminar, or workshop relevant to their job where the professional development activity is within the County or within a radius around the County which enables the employee to travel to and from the workshop on the same day as the workshop occurs at a regular salary.

**C) CONDITIONS:**

- 1) If reasonable, County-owned vehicles shall be used for transportation to and from conferences, seminars, workshops or other educational sessions.
- 2) Registration fees may be paid for by the County with the authorization of Council.
- 3) Upon completion of any course funded by the County, the final grades must be submitted to the County Chief Administrative Officer.
- 4) All employees must take the appropriate First Aid and CPR, WHMIS (Workplace Hazardous Materials Information System) and Safety Training as offered by the County.
- 5) Any 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 tuition is to be reimbursed to the County.