



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. The County offers these training and development opportunities as a benefit of employment.

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

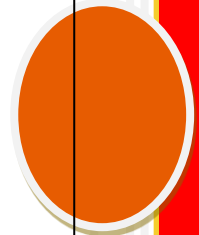
Administrator's Mountain Refresher Conference – SLGM

Canadian Association of Municipal Administrators **OR** International

City/County Management Association (choose one or the other each year)

*Within North America only

- c) Director of Community Services:
 Alberta Rural Municipal Administrators' Conference
 AAMD&C Spring and Fall Conventions
 Alberta Recreation and Parks Association Conference
 Alberta Association of Agricultural Fieldmen
 Alberta Fire Chiefs Association Conference
 Solid Waste Association of North America – Northern Lights Chapter
 Conference OR Alberta Recycling Conference (choose one or the other each
 year)
- d) Director of Corporate Services:
 Alberta Rural Municipal Administrators Association
 AAMD&C Spring & Fall Conventions
 Alberta Municipal Clerks' Conference
 Administrator's Mountain Refresher Conference – SLGM
 Jubilee Risk Pro Insurance Symposium
 Economic Developers of Alberta Conference OR Municipal Communications
 Conference (choose one or the other each year)
- e) Director of Public Works:
 AAMD&C Spring and Fall Conventions
 Alberta Sand and Gravel Conference
- f) Assistant Director of Public Works:
 AAMD&C Spring and Fall Conventions
 Alberta Sand and Gravel Conferences
- g) Public Works Supervisor:
 AAMD&C Spring and Fall Conventions
 Alberta Sand and Gravel Conference
- h) Director of Regional Emergency Management and Occupational Health and
 Safety:
 Alberta Emergency Management Agency Summit
 Disaster Services Conference
 Rural Utilities and Safety Association
- i) **Emergency Management and Safety Administrator:**
 Alberta Emergency Management Agency Summit



- j) Executive Assistant:
 - Alberta Rural Municipal Administrators' Association
 - AAMD&C Spring and Fall Conventions
 - Alberta Municipal Clerks' Conference
- k) Finance Officer:
 - Government Finance Officers of Alberta
- l) Finance Technician:
 - Government Finance Officers of Alberta
- m) Assessment Clerks:
 - Assessment Review Board Conference
- n) Planning and Development Staff:
 - Alberta Development Officers' Association
 - Community Planning Conference
- o) FOIP Coordinator:
 - Access and Privacy Conference
- p) Agricultural Fieldmen/Officers:
 - Alberta Association of Agricultural Fieldmen
 - Regional Agricultural Service Board Conference
 - In-Service Training
 - Provincial Agricultural Service Board Summer Tour Conference
- q) Certified Water Operators:
 - Western Canada Water & Wastewater Operators Association
 - Alberta Water and Wastewater Operators Association
 - Rural Utilities and Safety Association
- r) Director of Emergency Social Services:
 - Alberta Emergency Management Association
- s) Deputy Director of Emergency Management:
 - Alberta Emergency Management Association
- t) FCSS Director:
 - Director's Network
 - FCSSAA Convention



Grey Matters (Seniors Conference)

Emergency management conferences and workshops as required

u) FCSS Assistant:

Director's Network

FCSSAA Convention

Grey Matter (Seniors Conference)

Emergency management conferences and workshops as required

v) Parks Foremen:

Alberta Recreation and Parks Association Conference

w) Members of the Subdivision and Development Appeal Board:

Municipal Affairs Training

x) Secretary to the Library Board:

Northern Lights Library Conference

Alberta Library Conference

B) ADDITIONAL CONFERENCES AND EDUCATIONAL OPPORTUNITIES:

- 1) Any request to attend conferences or other professional development opportunities not listed above or approved at the Council committee level, must be brought before Council for approval.
- 2) 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.
- 3) 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.
- 4) 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) 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 HR-21.
- 3) Registration fees may be paid for by the County with the authorization of Council.
- 4) Upon completion of any course funded by the County, the final grades must be submitted to the County Chief Administrative Officer.
- 5) All employees must take the appropriate First Aid and CPR, WHMIS (Workplace Hazardous Materials Information System) and Safety Training as offered by the County.
- 6) 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 designee.
- 7) Any **full-time permanent** 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 shall be reimbursed to the County.
- 8) **Any seasonal employee participating in any courses that have been paid for by the County must remain with the County for a period of two (2) full seasons or provide twelve (12) total months of service to the County following course completion. If the employee terminates their employment prior to this date, the tuition shall be reimbursed to the County.**

D) **TRAVEL:**

- 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.

