

POLICY #126C

4512 – 46 Street, Olds, AB Canada T4H 1R5
T 403-556-6981 F 403-559-6537
www.olds.ca



Policy Title:	Elected Official Responsibilities, Training and Professional Development Policy
Policy Number:	126C
Approval:	Town Council Motion 24-387
Review Date:	September 23, 2024
Review Date:	May 6, 2024, at CotW
Review Date:	September 13, 2021, Motion 21-371
Review Date:	June 8, 2020, Motion 20-214
Approved Date:	September 25, 2017, Motion No. 17-364, 17-365, 17-366
Supersedes Policy No.:	New

Policy Statement:

The Town of Olds is committed to fostering continuous professional growth and development of its Councillors through participation in annual conventions, conferences, seminars, and other professional development opportunities. To support this, the Town allocates funding within its annual operating budget specifically for Councillor operations and related professional development activities during their term of service.

Purpose:

The purpose of this policy is to establish clear guidelines for Elected Officials regarding attendance at professional development sessions that enhance their ability to fulfill their roles. Additionally, this policy ensures that Elected Officials identify their planned professional development activities for the upcoming budget year, aligning their participation with the allocated resources within the Council's operating budget, including provisions for conferences, conventions, training, travel, and subsistence.

Definitions:

1. **"Elected Official"** means a person duly elected to Council, including Mayors and Councillors.
2. **"Professional Development"** means annual conventions, conferences, courses, seminars, workshops, orientation, and other training.
3. **"Professional Development Plan"** includes identified training needs to become more adept in the performance of professional duties.

Standards:

1. This policy applies to all Elected Officials of the Town of Olds.
2. Elected Officials must meet the duties expected of them, as per the Municipal Government Act (MGA), other legislation and Council policies, procedures, and bylaws.
3. Town of Olds considers it important that Elected Officials, during their tenure, develop a knowledge and awareness of issues pertaining to their mandate of effectively representing their electorate.
4. Elected Officials must budget to attend conventions, conferences and events that align with the Town's strategic priorities.
5. Spending of Elected Official Budget Plans will be presented to Council and posted on the Town of Olds website quarterly.
6. The Chief Administrative Officer (CAO) and/or designate is responsible for ensuring the standards are performed as set out in this policy.

Council Budgeting Process:

7. By October 1st of each year, all members of Council are to submit their [Elected Official Budget Plan](#) for the next calendar year to the mayor, for inclusion in the annual budget.
8. Council shall review each plan as part of the budget review process.
9. The Elected Official Budget Plan is to include all Professional Development costs.
10. When an Elected Official plans to include their spouse, it must be incorporated in the Elected Official Budget Plan.
11. Attendance to any conference that was not budgeted for and exceeds the members allotted budget, must be approved by Council prior to registration.
12. Members of Council are not limited in the number of educational or professional development activities they may attend, however the total costs of attendance claimed may not exceed the total monies provided in the individual Council member's and/or Mayor's Travel & Subsistence and Training and Conferences budget.

Conference/Convention:

13. Council recognizes that certain conventions must be available for all Elected officials to attend, while at some conventions, the Town need only be represented by a few Elected Officials.
14. Each Elected Official is authorized by council to utilize their approved conference budget at their discretion. For further clarity, Elected Officials are not mandated to

attend the conventions listed below and may decide to utilize their budget to attend alternate conferences or events that align with the Town's strategic priorities.

15. Council representation at any Provincial or National Conferences, Conventions or Seminars will be the decision of Council as a whole. Funding for attendance at these activities shall be from the Councillors and/or Mayor's Travel & Subsistence and Training & Conferences budget.
16. It is expected that all delegated will conduct themselves in such a manner to positively reflect the values of the Town by attending all sessions punctually and professionally. Name tags should be worn by Elected Officials when attending events in an official capacity.

Conference/Convention Attendance:

17. All Elected Officials are entitled to attend the Alberta Municipalities (AB Munis) Convention & Tradeshow.
18. The Mayor and up to three Councillors are approved to attend either the spring and/or the fall convention of the Rural Municipalities of Alberta (RMA).
19. The Mayor is approved to attend every year, the annual conference of the Federation of Canadian Municipalities (FCM).
20. Up to two Elected Officials (unless the mayor is not able to attend, then there will be three) are approved to attend FCM conference and attendance will be completed on a two-year rotating basis. All Elected Officials will be permitted to attend FCM when the FCM Conference is held in Alberta.
21. A maximum of two Elected Officials per year, are approved to attend an out-of-province conference/convention, except for the annual conference of the Federation of Canadian Municipalities.

Arrangements:

22. Elected Officials and administration will attempt to ensure that registration occurs before early incentive registration deadlines (if applicable) upon approval of the Town of Olds operating budget and administration's receipt of Elected Official Budget Plans.
23. Administration will attempt to book accommodations for Alberta Municipalities (AM), Federation of Canadian Municipalities (FCM) and the Rural Municipalities of Alberta (RMA) one year in advance at the host hotel (if available). In cases where there is insufficient lead time to book Elected Officials into a host hotel, a close alternative will be found.
24. Elected Officials will strive for fiscal responsibility when booking accommodations and travelling. This means standard accommodation and the use of the town vehicle or carpool whenever possible. Travel by commercial carriers such as airlines, rail, taxi, or bus may be claimed at the most economical costs of travel where possible. Most economical does not always mean lowest base fare as luggage fees, seat selection fees and air and

airport time are also factors.

25. Elected Officials are responsible for all expenses unrelated to the approved event.
26. Elected Officials will advise the Executive Assistant should they not be able to attend an event they have been registered for.
27. Elected Officials will be responsible for reimbursing the Town the registration fee(s) for non-attendance unless due to extenuating circumstances as approved by the whole of Council.
28. Expenses will be claimed as per Council Policy on Remuneration and Expenses.

Reporting:

29. Elected Officials who attend a convention/conference are expected to provide Council with a report at a Council meeting within a month of event attended.
30. Convention/conference materials or handouts which are of benefit to all Elected Officials shall be made available electronically to them.