



126C Elected Official Professional Development

Prepared By: Office of the CAO

Council Approval Date: September 13, 2021

Effective Date: Immediately

Council Motion No.: 21-371

References: Municipal Government Act
Council Code of Conduct Bylaw
Council Remuneration and Benefits Policy
Records Management Retention Schedule Bylaw
Budget Adjustment Policy

POLICY STATEMENT

The Town of Olds encourages and supports participation and attendance of Council at annual conventions, conferences, seminars and other Professional Development during their tenure.

PURPOSE

The purpose of this policy is to outline the parameters for all Elected Officials in order to attend Professional Development sessions, which support their role.

DEFINITIONS

“Professional Development” means annual conventions, conferences, courses, seminars, workshops, orientation and other training.

“Professional Development Plan” includes identified training needs to become more adept in the performance of professional duties.

SCOPE

This policy applies to all Elected Officials of the Town of Olds. Elected Officials must meet the duties expected of them as per the Municipal Government Act (MGA), other legislation and Council policies, procedures and bylaws.

- 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.
- 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.

RESPONSIBILITIES

The Chief Administrative Officer (CAO) and/or designate is responsible for ensuring the standards are performed as set out in this policy.

STANDARDS

- 1) Conference Attendance
 - a) All Elected Officials are entitled to attend the Alberta Urban Municipalities Association (AUMA) Convention & Tradeshow.
 - b) 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).

- c) The Mayor is approved to attend every year, the annual conference of the Federation of Canadian Municipalities (FCM).
- d) Up to two Elected Officials (unless the Mayor is not able to attend, then there will be three) are approved to attend FCM conferences 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.
- e) A maximum of two Elected Officials per year, are approved to attend an out-of-province conference/convention, with the exception of the annual conference of the Federation of Canadian Municipalities.

2) Arrangements

- a) 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.
- b) Administration will attempt to book accommodations for Alberta Urban Municipalities Association (AUMA), 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.
- c) Elected Officials will strive for fiscal responsibility when booking accommodations and travelling. This means standard accommodations and the use of the town vehicle or carpool whenever possible. Travel by commercial carrier 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.
- d) Elected Officials are responsible for all expenses unrelated to the approved event.
- e) 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 Mayor.
- f) Per Diems and expenses will be claimed as per Council Policy on Remuneration and Benefits.

3) Reporting

- a) 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.
- b) Convention/conference materials or handouts which are of benefit to all Elected Officials shall be made available electronically to them.