

<p>COUNTY OF WETASKIWIN NO. 10</p> <p>Municipal Policy Manual</p>	<p>FUNCTION:</p> <p>1000 - GENERAL GOVERNMENT SERVICES</p>
	<p>SECTION:</p> <p>1300 EMPLOYEE RELATIONS</p>

EMPLOYEE ATTENDANCE AT CONFERENCES/MEETINGS **POLICY #1312**

POLICY STATEMENT

The Council of the County of Wetaskiwin recognizes the importance of management employees attending conferences applicable to the delivery of services within their specific departments, and accepts responsibility for payment of related fees and expenses for attendance at the conference/meeting.

PROCEDURES

- Council, therefore, approves the annual attendance of management employees at the following conferences:

County Administrator	Alberta Rural Municipal Administrators Assoc. AAMD&C Spring & Fall Conventions Federation of Canadian Municipalities Association Canadian Association of Municipal Administrators Municipal Administration Leadership Workshop
Assistant County Administrator	Alberta Planning Conference Alberta Community Peace Officer Association Alberta Rural Municipal Administrators Assoc. AAMD&C Spring & Fall Conventions Municipal Administration Leadership Workshop
Director of Finance	AAMD&C Spring Convention Government Finance Officers of Alberta
Director of Assessment Services	Alberta Assessor's Association Assessment Symposium

REPLACE POLICY DATED:	COUNCIL APPROVED DATE:	REF. PAGE NO.	NUMBER:
06/08/00, Ref. Page 142 C; 03/04/03, Ref. Page 67 C, 021704, Ref. Page 45 C, 01/15/08, Ref. Page 08/16 C	October 3, 2000	2000/250 C	1 of 3

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Assistant Assessor	Alberta Assessor's Association
Director of Planning & Ec. Dev.	Alberta Development Officer's Association Community Planning Conference
Development Officer	Alberta Development Officer's Association Community Planning Conference
Utilities Foreman	Ab. Chapter Western Canada Water & Wastewater Operators Assoc. Rural Utilities and Safety Association
Director of Public Works	Alberta Municipal Supervisors Association Alberta Society of Engineering Technologists Ab. Chapter Western Canada Water & Wastewater Operators Assoc. Canadian Public Works Association AAMD&C Spring & Fall Conventions Rural Utilities and Safety Association
Public Works Foreman (alternate years east/west)	Canadian Public Works Association
Director of Agricultural Services	Alberta Association of Agriculture Fieldmen Regional ASB Conference Central Region AAAF Agricultural Service Board Conference
ASB Foreman	Alberta Association of Agriculture Fieldmen Central Region AAAF
Director of Fire Services	Alberta Fire Chiefs Association Disaster Forum
Directors of FCSS	Alberta Association Region 6 Meetings Family & Community Support Services Alberta Association

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Director of Information Services	Accurate Assessment Group Ltd. GIS Information Symposium Bellamy Software Partnership Forum Association of Records Managers & Administrators Regional Conference
Information Services Assistant	Bellamy Software Partnership Forum
AESA Technician	AESA Conference
Communications Officer	Alberta Municipal Communicators

2. Requests for approval to attend any other seminar or conference not mentioned above must be submitted, in writing, to the County Administrator. The County Administrator will review the request and upon his approval, the request can be forwarded to Council for approval.
3. Expenses for approved attendance at conferences will be reimbursed as follows:
 - One day attendance or less:
Receipts for expenses must be submitted for reimbursement. Approved expenses might include parking fees, lunch and mileage if no County vehicle is available.
 - More than one day attendance:
Pursuant to Subsistence and Travel Policy #1407. The County will also pay spouse's registration tickets and banquet tickets if he/she is able to attend.
4. Employees will be reimbursed for the actual cost of meals and/or other expenses incurred (receipts required) for authorized attendance at an official function as a representative of the County of Wetaskiwin No. 10.
5. It is expected that all delegates will conduct him/her self in such a manner to positively reflect the values of the County of Wetaskiwin No. 10 by attending all sessions punctually and professionally.

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