



## County of Wetaskiwin No. 10 Municipal Policy

Department:

Policy No.

12.1 Employee Relations

12.1.3

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Title Professional Associations & Attendance at  
Conferences | Meetings

### 1. Policy Statement:

1.1. Council recognizes the importance of employees being members of professional associations along with attending conferences and meetings applicable to the delivery of services within their specific departments.

### 2. Responsibilities:

2.1. Council will provide an annual budget for payment of related fees and expenses for professional members along with attendance at conferences/meetings.

2.1.1. The budget amount will also include “County of Wetaskiwin” memberships where individual membership is not required.

2.2. The CAO will review the list of conference and meetings yearly and approve attendance of staff based on budget.

2.3. Expenses for approved attendance at conferences will be reimbursed as per Subsistence & Travel Policy.

2.4. It is expected that all delegates will conduct themselves in such a manner to positively reflect the values of the County by attending all sessions punctually and professionally.

### 3. Guidelines:

3.1. Requests for approval to attend conferences or meetings must be submitted, in writing, to the CAO for decision.

### 4. Related Documents:

4.1. Employee Subsistence & Travel Policy 12.2.7

4.2. Expense Claim Form

4.3. Request for Membership(s) Form

4.4. Request to Attend Conference Form

Previously Signed  
Scott MacDougall, CAO

CG20250225.011  
Resolution