

On-site Course Hosting Agreement – Alberta Elected Officials Education Program

Overview

The Alberta Elected Officials Education Program (EOEP) provides professional development to Alberta's municipal elected officials through the provision of in-person and online courses.

One course delivery option offered by the EOEP is to partner with a municipality to host a course locally for some or all of that municipality's council and staff. The EOEP also encourages the host municipality to invite councillors from other municipalities in the region, both to reduce costs and to encourage collaboration.

Course Hosting Responsibilities

Arranging a hosted course requires cooperation on the part of the municipality and the EOEP, with each responsible for certain aspects of preparing for and delivering the course. Responsibilities are as follows:

Host municipality

- Selecting a course (EOEP Registrar can provide a list of course options)
- Providing a facility
- Providing equipment (including but not limited to a projector and screen, laptop, and adequate seating and table space for participants and facilitator)
- Providing participants with lunch and snacks
- Paying course fees to EOEP
- Collecting course fees from participants that the host municipality will not pay for directly (likely participants from other municipalities)
- Advertising the session to neighbouring municipalities
- Communicating session information, including time and location, to all participants
- Contacting EOEP for marketing assistance if required (for example, the EOEP can work with the AAMDC and AUMA to advertise the course in each association's newsletter)

EOEP

- Providing a skilled facilitator
- Providing marketing assistance if requested and if time allows
- Providing on-site administrative support to assist with registration, distribution of course materials, etc.

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Course Fees

The course cost is \$4,000 for 10 participants or fewer, with an additional cost of \$250 for each participant.

The host municipality is responsible for paying the course fees to the EOEP, and collecting any fees that they have requested from other municipalities for participating in the course. Municipalities may make arrangements among themselves to co-host courses (share costs), or a municipality may invite councillors from other municipalities and charge on a per-registrant basis to recover their own costs. These arrangements can be determined locally.

Course Fee Schedule

The host municipality must provide the EOEP with a \$2,000 deposit as soon as possible, and no less than two weeks prior to the scheduled course date. Remaining course fees must be paid to the EOEP no more than two weeks following the scheduled course date.

If the host municipality does not provide a \$2,000 deposit two weeks prior to the scheduled course date, the EOEP has the discretion to cancel the course. The purpose for this is to ensure that the EOEP is able to cover their required expenses for the course, most notably payment for the instructor.

Cancellation Policy

If the host municipality cancels the course more than two weeks before the scheduled course date, any deposit paid to the EOEP will be fully refunded. If the host municipality cancels the course less than two weeks prior to the course date, the \$2,000 deposit paid will be retained by the EOEP. The purpose of this is to ensure that the EOEP is able to pay any non-refundable expenses that they may incur, including payment for the instructor.

In the event of an emergency or weather related cancellation, the EOEP will work with the host municipality to reschedule the event. In the event that the course cannot be rescheduled, the EOEP will refund the host municipality any deposit paid to that point, after deducting any non-refundable expenses incurred by the EOEP (including but not limited to travel, accommodation, and instructor fees).

Communications Process

The EOEP's contact for planning and delivering the course will be Leanne Anderson, EOEP Registrar.

To facilitate communications between the EOEP and host municipality, the host municipality is required to designate a staff person as a primary communication contact. Please indicate the contact below:

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Contact: _____

Phone: _____

Email: _____

Position title: _____

Course Hosting Agreement

This agreement must be signed by the EOEP and a representative of the host municipality as soon as possible, and no less than two weeks prior to the scheduled course date.

If the agreement has not been signed by the host municipality two weeks prior to the scheduled course date, the EOEP has the discretion to cancel the course.

Signing of Agreement

Alberta Elected Officials Education Program

Signature: _____

Name: _____

Position: _____

Host Municipality: _____

Signature: _____

Name: _____

Position: _____

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