

**ALBERTA BEACH
VILLAGE POLICIES**

POLICY: G.3.8 COUNCIL PROFESSIONAL DEVELOPMENT POLICY
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1. POLICY STATEMENT

Alberta Beach is committed to supporting and encouraging Council member’s participation in professional development and training. The Village recognizes that the quality, responsiveness and professionalism of its Council are inextricably linked to the achievement of Council’s mission, strategic direction, and good governance. Alberta Beach recognizes this as an opportunity for improving the overall performance of the municipality.

Alberta Beach supports activities that enhance a Council member’s growth in knowledge, skills, and practice and encourages Council members to actively engage in continued learning. The Professional Development Policy is designed to assist members of Council in the pursuit of professional development interests that support the Councillor in performing his/her role on Council.

2. PURPOSE

The purpose of the policy is to provide guidance and establish the process to be used by all Council members when submitting requests for professional development and training. The policy will ensure that municipal resources are used effectively and efficiently, while maintaining a high level of service excellence and good governance.

3. DEFINITIONS

Professional Development – includes attendance at relevant conferences, conventions, workshops, webinars, seminars, training and educational courses, etc. to enhance a Councillor’s knowledge and education for their role on Council.

4. RESPONSIBILITIES

Each Council member is responsible to ensure that all professional development activities, towards which the policy applies, are to be representative of learning in the context of a Councillor’s roles and responsibilities.

5. ANNUAL BUDGET ALLOCATION AND FUNDING GUIDELINES

- a) Each Council member is entitled to a maximum of \$2,500.00 per year towards professional development activities; however the annual allocation shall be subject to an annual review as part of the Council budget approval process. During the annual budget process, Council may determine that additional funds may be required and therefore increase that years’ budget.

- b) Each Council member shall ensure that their annual budgeted allocation of \$2,500.00 includes all costs of the professional development activities and applicable fees for registration or course fees as well as all associated costs including but not limited to meeting fees (no meeting fees will be paid out for conferences and conventions), travel costs, accommodation, meals and subsistence up to the maximum of \$2,500.00 per Council member annually.

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- c) Members of Council are not limited in the number of educational or professional development activities they may attend, however the total costs claimed may not exceed the total monies provided in the budget for each individual Council member.
- d) There is no carry-over of unused funds from year to year, unless specifically approved by Council, and there is no cash value of any unused funds of the policy. Spending in excess of a Council member's annual budgeted allocation will require Council approval.
- e) Each Council member shall submit a written report of all professional development activities at the next Council meeting following the professional development activity.
- f) If a spouse/partner accompanies a member of Council to a conference, convention or professional development activity, all expenses of the spouse/partner is considered a personal expense and will not be reimbursed. Where a spouse/partner is invited to accompany the member of Council to a conference banquet or reception their ticket for the banquet or reception may be reimbursed if approved by Council or approved through the annual budget.
- g) Costs will not be reimbursed when attending a partisan or political party function of any type.

6. MANDATORY PROFESSIONAL DEVELOPMENT AND TRAINING

All members of Council shall attend any mandatory legislated professional development training required within the legislated time frame, (costs of which will be in addition to the annual Professional Development Budget for each Council member) and will include but is not limited to the following:

- Municipal Elected Officials (MEO) – Roles and Responsibilities in Emergency Management
- Muni 101 Course (although this course may not be mandatory, each Council member shall be given the opportunity to attend this course in the beginning of a Council term).

7. PROCEDURE FOR PAYMENT OF PROFESSIONAL DEVELOPMENT COSTS

The Council member may register and pay for the professional development activity and submit an expense claim along with the receipts for payment or, the Council member may submit a request to administration to complete the Council member's registration and have payment submitted directly through the municipality. Meeting fees, mileage and other costs to be claimed shall be through submission of meeting fees expense claims.

8. CANCELLATION

Alberta Beach will not be responsible for cancellation fees. If a Council member is unable to attend a previously scheduled professional development activity and fails to cancel registration, reservations and or other travel arrangements in a timely fashion, he/she must provide a written

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explanation to Council. Cancellation of registrations, accommodation and travel arrangements due to illness or emergency may be reimbursed; however, situations such as these will be reviewed by Council on a case-by-case basis.

9. POLICY REVIEW

This policy will be reviewed annually.

DEPARTMENT: COUNCIL

ADOPTED AND APPROVED BY COUNCIL: DECEMBER 20, 2022

RESOLUTION NO: #212-22