

Type of Decision									
Meeting Date	Friday, September 7, 2012				Report Date	Tuesday, August-28-12			
Decision Required	X	Yes		No	Priority	X	High		Low
Direction	x	Information Only			Type of Meeting	X	Open		Closed
REPORT TITLE									
Council Education and Training Policy- Report #7/09/12/1101									

Subject: A policy to address issues which have arisen over the past months dealing with Council member education, training, seminars, compensation and costs.

**RECOMMENDATION:** That Council adopt the attached policy setting in writing the priorities and policies centred on training for Council members and obtaining a value for money for the municipality.

A selection is required in paragraphs 6 & 7. Once Council has reviewed the document and made decisions on these sections; a final version will be provided for adoption at the next meeting.

**Background/Executive Summary:** Over the past months, a member of Council failed to show up for a two day training session at the County without sending regrets or cancelling resulting in the Municipality paying for the training without receiving any benefit.

Council realizes that there are times when emergent circumstances will arise where a member of Council or an employee is not able attend an event. With notice and regrets sent there are normally exceptions made and costs are often waived. Cancelled seats may be filled by others on waiting lists. Failing to show up without giving notice is not one of those instances. Council was left with the fee.

In August, failing to obtain the information requested including an estimate of costs, Council withheld consent for the expenditure of funds for a member of Council to obtain specialized training.

The attached policy details what is expected of members of Council prior to and after attending training and/or educational courses to obtain reimbursement. It provides a process for obtaining approval for attendance at a training or educational course and for reimbursing the municipality for sessions not attended.

**Financial Considerations/Budget Impact:** Not specific. The policy endeavours to ensure that the municipality is obtaining value for money and is being reimbursed if the benefit is not achieved.

**Policy Impact:** Creates new policy based in part on the Employee Training policy with input obtained from samples located on the following websites.

**Others Consulted/Resources/References:**

<http://www.workinfo.com/free/Downloads/331.htm>;

[http://www.municipalaffairs.alberta.ca/am\\_roles\\_and\\_responsibilities\\_of\\_officials\\_in\\_a\\_local\\_government.cfm](http://www.municipalaffairs.alberta.ca/am_roles_and_responsibilities_of_officials_in_a_local_government.cfm);

Approved and Recommended by the Clerk

Melinda Reith,  
Municipal Clerk

*Melinda Reith*