



## **THE CORPORATION OF THE UNITED TOWNSHIPS OF HEAD, CLARA & MARIA**

### POLICY ON COUNCIL TRAINING AND DEVELOPMENT

#### PURPOSE

1. As a component of good governance to provide a solid foundation for leading your community, allowing each individual to be more relevant in their role as an elected official.
2. To support continuous learning and organizational effectiveness through personal and professional development.
3. To ensure that Council Members have the opportunity to keep up to date on changing municipal legislation including best practises and industry advancements and to benefit from peer networking.
4. To ensure that funds expended on training and education benefit the municipality of the United Townships of Head, Clara & Maria.

#### POLICY

1. The Council member, staff member, or Council may identify and recommend training or educational programs that will enhance the member's personal or professional development.
2. Council encourages members to take advantage of pertinent learning opportunities and will reimburse the fees for pre-approved programs up to the limits set in the Council Honorarium and Compensation by-law.
3. To be eligible for reimbursement, the proposed training or education program must:
  - a. be related to Municipal legislation or Council functions;
  - b. be specifically related to your position as a Council member, and enhance your overall knowledge and skills in a way that will benefit the municipality.
4. The Council member must obtain approval for any training programs or educational courses in advance of registration or commencement in order to be eligible for reimbursement. Any request for training shall include a detailed cost breakdown of all travel and attendance expenses and list anticipated benefits to the municipality using the form provided.
5. The Council member will be reimbursed for the program after providing receipts and proof of satisfactory completion. Proof of satisfactory completion will include either:

- a. a report on the course content and how it will be applied to the Council position and the municipality;
  - b. or confirmation of a passing grade if a qualifying course.
6. To prevent Council being held financially responsible for training that may not benefit the municipality due to a Council member not being re-elected, no Council member training or education will be paid for in the 12 months prior to election day.
7. **OR**
8. Any training paid for in the 12 months prior to an election shall be refunded 100% by the Council member should they not be re-elected.
9. There exist many valuable opportunities for training that are free. Resources are available on line and within the Municipal office which may be utilized to keep informed without spending municipal funds which may not eventually benefit the municipality.
10. Failure to attend a conference or training program or to complete an educational course paid for in whole or in part by the municipality, unless due to severe illness or other emergent circumstances will result in the reimbursement of all fees and expenses to the municipality by the Council member.
  - a. Funds qualifying for reimbursement and remaining unpaid by the time the next honorarium is due, will be deducted from the honorarium payable to the Council member.
  - b. Exceptions based on “emergent circumstances” will be granted on a case by case basis and will be decided by a vote of Council.

Municipal Training and Development Requisition  
Appendix to Council and Employee Policies

**Name of Employee/Council Member:** \_\_\_\_\_

**Status:** (if applicable)  Permanent  Probationary  Parttime  Other (specify)

**Name of Program:** \_\_\_\_\_

**Program Provider:** \_\_\_\_\_

**Type:**  Professional Development  Personal Development

**Program Description:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Potential Benefit to the Municipality:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Expense Estimate:**

|                               |           |
|-------------------------------|-----------|
| Course/Session Cost           | \$        |
| Material Cost (books)         | \$        |
| Travel (if applicable)        | \$        |
| Accommodation (if applicable) | \$        |
| Other (specify)               | \$        |
|                               |           |
| <b>Total Cost</b>             | <b>\$</b> |

I have reviewed the training and development policy and am aware of my responsibilities under this program.

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

Manager's/  
Council Approval: \_\_\_\_\_

Date: \_\_\_\_\_