

<b>Head, Clara &amp; Maria Policies and Procedures</b>			
<b>DEPARTMENT: Council</b>			<b>POLICY #: C-02</b>
<b>POLICY NAME:</b> Council Training and Development Policy			
<b>DATE:</b> Oct 2009	<b>REV. DATE:</b> May 2021	<b>APPROVED BY: Council</b>	<b>PAGE #:</b> 1 of 1

#### **PURPOSE**

1. To support continuous learning and organizational effectiveness through personal and professional development.
2. To ensure that Council Members have the opportunity to keep up to date on changing municipal legislation including best practises and industry advancements.

#### **POLICY**

1. A Council member, staff, or Council as a whole may identify 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 the position as a Council member, and enhance their 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.
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 report on the course content and how it will be applied to the Council position and the municipality; or confirmation of a passing grade if a qualifying course. The Council member must complete Appendix A "Municipal Training and Reimbursement Requisition" to receive reimbursement.
6. Failure to attend a conference or training program or to complete an educational course paid for in whole or in part by the municipality, without sufficient reason will result in the reimbursement of all fees and expenses to the municipality by the Council member. This decision will be made at the discretion of the Clerk-Treasurer based upon the individual situation.
  - 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.