



LLOYDMINSTER

**City of
Lloydminster**

Policy

Policy Title:	Council Professional Development		Policy Number:	024-2017	
Date of Council Approval:	November 27, 2017	Motion No.:	326-2017	Year of Review:	2020
Department Sponsored by:	Legislative Services				

1. Purpose:

- 1.1. To provide guidance and support for Council members' Professional Development through attendance at appropriate conferences, workshops, seminars and educational opportunities.

2. Objective:

- 2.1. To establish guidelines for Members of Council to obtain Professional Development.

3. Definitions:

Administration	An employee or contract employee of the City of Lloydminster.
Member of Council	An individual elected pursuant to <i>The Local Government Election Act</i> (Saskatchewan) as a Member of Council.
Professional Development	Learning and development opportunities and activities to extend and broaden the scope of professional capabilities of Members of Council and Administration in relation to their role and responsibilities.

4. Scope:

- 4.1. This policy applies to all Members of Council and Administration responsible for related bookings.

5. Professional Development:

- 5.1. Members of Council are encouraged to:
 - 5.1.1. attend conferences, workshops, seminars, educational opportunities and obtain certifications relevant to their responsibilities and to the strategic priorities of the City.
- 5.2. Council shall, by resolution:
 - 5.2.1. annually determine and adhere to a Professional Development budget
 - 5.2.2. annually identify a minimum of three (3) Members of Council to attend the Saskatchewan Urban Municipalities Association Conference.
 - 5.2.3. annually identify a minimum of three (3) Members of Council to attend Alberta Urban Municipalities Association Conference.
 - 5.2.4. annually identify a minimum of one (1) Member of Council to attend FCM Conference.
- 5.3 A Member of Council wishing to attend a Professional Development event shall seek approval by resolution of Council.
 - 5.3.1 if the Professional Development event does not allow for sufficient time to obtain a resolution of Council, the Mayor or Deputy Mayor may authorize a Member of Council to attend.
 - 5.3.2 if the Mayor or Deputy Mayor authorize any Member of Council's attendance at an event they shall report it at the next Council meeting.

6. Reporting:

- 6.1. Councillors who attend a conference shall provide Council with a written summary at the following Governance and Priorities Committee meeting.
- 6.2. Conference materials or handouts that may benefit all Councillors shall be copied and made available to them.

7. Reimbursements:

- 7.1. All expenses related to travel while attending Professional Development will be in accordance with the Travel Reimbursement Policy.
- 7.2. A Member of Council will reimburse the City for all fees associated with a Professional Development event for non-attendance, unless due to

extenuating circumstances as approved by the Mayor or Deputy Mayor.

- 7.3. The Mayor will reimburse the City for all fees associated with a Professional Development event for non-attendance, unless due to extenuating circumstances as approved by the Deputy Mayor or another Member of Council.

8. Bookings:

- 8.1. After a Member of Council has been approved by resolution to attend a Professional Development event, administration shall:
 - 8.1.1. attempt to ensure that registration occurs before early incentive registration deadlines.
 - 8.1.2. register and book rooms for all Councillors far enough in advance to ensure that Members of Council are at the host hotel.
 - 8.1.3. in cases where there is no host hotel or insufficient lead time, a close alternative will be found.

9. Penalty:

- 9.1. Any Member of Council found to be in violation of this policy may be dealt with utilizing the "*Code of Conduct Bylaw*" or provisions of "*The Lloydminster Charter*."
- 9.2. Any staff member found to be in violation of this policy may be subjected to a disciplinary action. Such action may be dependent upon the nature of the breach of this policy; discipline may range from a written warning to dismissal with cause.

10. Responsibility:

- 10.1. City Council shall review and approve all policies.
- 10.2. City Administration shall administer the policy through the use of a supporting procedure.
- 10.3. Sponsoring Department is responsible for creating and amending a supporting procedure.