



City of Lloydminster

Policy

Policy Title:	Council Professional Development	Policy Number:	110-05
Date of Adoption:	November 27, 2017	Motion Number:	326-2017
Date of Amendment:	January 25, 2021	Motion Number:	28-2021

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. 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 in relation to their role and responsibilities.

3. Scope:

- 3.1. This policy applies to all Members of Council.

4. Professional Development:

- 4.1. Members of Council are encouraged to attend Professional Development opportunities and obtain certificates relevant to their responsibilities and to the strategic priorities of the City.
- 4.2. Council shall annually through the budgeting process:
 - 4.2.1. establish a Professional Development budget;
 - 4.2.2. identify a minimum of three (3) Members of Council to attend the Municipalities of Saskatchewan conference;
 - 4.2.3. identify a minimum of three (3) Members of Council to attend the Alberta Urban Municipalities Association conference; and

- 4.2.4. identify a minimum of one (1) Member of Council to attend the Federation of Canadian Municipalities conference.

5. Reimbursements:

- 5.1. All expenses related to travel while attending Professional Development shall be reimbursed in accordance with City policies.
- 5.2. A Member of Council shall reimburse the City for all fees associated with a non-attendance at a Professional Development event, unless they are exempted due to extenuating circumstances as approved by the Mayor or Deputy Mayor.

6. Reporting:

- 6.1. Members of Council who attend Professional Development shall provide a verbal or written report of their Professional Development during a public meeting of Council.

7. Penalty:

- 7.1. 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 verbal warning to dismissal with cause.
- 7.2. 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*."

8. Responsibility:

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