



**City of  
Lloydminster**

***Policy***

<b>Policy Title:</b>	Council Professional Development Policy	<b>Policy Number:</b>	110-05
<b>Date of Adoption:</b>	November 27, 2017	<b>Motion Number:</b>	326-2017
<b>Date of Amendment:</b>	January 25, 2021	<b>Motion Number:</b>	28-2021
<b>Date of Amendment:</b>	April 29, 2024	<b>Motion Number:</b>	120-2024

**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:**

<b>Administration</b>	An employee or Contract employee of the City of Lloydminster.
<b>Member of Council</b>	An individual elected pursuant to <i>The Local Government Election Act, 2015</i> (Saskatchewan) as a Member of Council.
<b>Professional Development</b>	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 Saskatchewan Urban Municipalities Association conference;
- 4.2.3. identify a minimum of three (3) Members of Council to attend the Alberta Municipalities 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 Member of Council found to be in violation of this policy may be dealt with utilizing the "*Council Code of Ethics 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.