	<h2>Town of Vegreville Policy</h2>
Policy No.: Policy Title: Approval Date: Revised Date: Department:	FIN-6004 Council Professional Development March 30, 2016 October 24, 2022 – Effective January 1, 2023 Legislative Services


Policy Statement

The Town of Vegreville supports members of Council Professional Development through attendance at appropriate conferences, workshops, seminars and educational opportunities.

Policy No.:	FIN-6004-1.0
Policy Title:	Council Professional Development
Approval Date:	March 30, 2016
Revised Date:	October 24, 2022 – Effective January 1, 2023
Department:	Legislative Services

1.0 Reason for Policy

This policy is intended to establish guidelines for Town of Vegreville members of Council to attend conferences, workshops, seminars and educational opportunities.

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2.0 Definitions

Conferences, workshops, seminars and educational opportunities include, but are not limited to, the following:

- Alberta Municipalities (AB Munis)
- Federation of Canadian Municipalities (FCM)
- Elected Officials Education Program (EOEP)
- Other conferences, workshops, seminars, webinars and educational opportunities relevant to professional development related to Town business in the capacity as an elected official.

Policy No.:	FIN-6004-3.0
Policy Title:	Council Professional Development
Approval Date:	March 30, 2016
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Department:	Legislative Services

3.0 Process

- 3.1** Costs shall be funded for the Mayor and Councillors attendance at conferences, seminars, workshops and other educational opportunities.
- 3.2** To assist in furthering members of Council professional development in a calendar year, each member shall be provided with an annual Council Professional Development budget of \$2,000.00.
- 3.3** The Council member must obtain approval by the Mayor for any Professional Development activity.
- 3.4** Courses pertaining to professional development must be approved by the Mayor prior to the cost of the course being applied to any member of Council’s Professional Development budget.
- 3.5** The Town will pay/reimburse the reasonable expenses for attending conferences, seminars, webinars, workshops and other educational opportunities including:
 - 3.5.1** Per Diem;
 - 3.5.2** Registration Costs;
 - 3.5.3** Accommodation;
 - 3.5.4** Travel, mileage, meals and incidentals in accordance with the Travel and Expense Policy FIN-6002.
- 3.6** Members of Council may attend the following conferences/course using funds from a specific budget established annually as part of the budgeting process:
 - 3.6.1** Alberta Municipalities Conference. (AB Munis)
 - 3.6.2** Federation of Canadian Municipalities Conference. (FCM)
The Mayor and up to two additional members of Council may attend the FCM Conference annually. The members of Council, excluding the Mayor, may only attend one FCM Conference per term.
 - 3.6.3** Assessment Review Board and Subdivision and Development Appeal Board training.

The funding for these activities will be separate from each Council member’s Professional Development budget.

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3.0 Process continued

3.7 Members of Council can allocate unused funds to another Councillor annually between themselves. Administration must be notified of allocation.

3.8 Members of Council are not limited in the number of professional development activities they may attend; however, the total costs of attendance claimed may not exceed the total funds provided in the individual’s Council Professional Development budget, unless

3.8.1 Allocation of funds from another member has been arranged; or


3.8.2 Prior additional funding has been requested and approved by Council.

3.9 If a spouse/partner accompanies a member of Council to an out-of-town conference or convention:

3.9.1 The expenses of the spouse/partner for travel, meals and registration for extra-curricular events are considered personal expenses except as noted in subsections 3.9.2 and 3.9.3

3.9.2 Where the spouse/partner is invited to a conference to accompany the member of Council to banquets/receptions, both the conference registration fee for the spouse/partner and the tickets for these banquets/receptions may be charged to the Council member’s Professional Development Budget.

3.9.3 When a member of Council is invited to a social or fund-raising function in an official capacity, and a spouse/partner is invited to accompany the member of Council, the ticket for the spouse/partner may be charged to the Council member’s Professional Development Budget.

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4.0 Responsibilities

4.1 Town Council to:

- 4.1.1 Approve by resolution this policy and any amendments.
- 4.1.2 Consider the allocation of resources for successful implementation of this policy in the annual budget process.

4.2 Chief Administrative Officer (CAO) to:

- 4.2.1 Implement this policy and approve procedures.
- 4.2.2 Ensure policy and procedure reviews occur and verify the implementation of policies and procedures.

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5.0 Political Events

5.1 As per section 1(1)(l)(ii) of the *Elections Finances and Contributions Disclosure Act*, municipalities are a prohibited corporation; therefore, members of Council will not be reimbursed for attending a political party function or fundraiser.

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6.0 Approvals

- 6.1 Councillor’s expenses will be reviewed and approved by the Mayor and CAO or designate.
- 6.2 Mayor’s expenses will be reviewed and approved by the Deputy Mayor and CAO or designate.

Policy No.:	FIN-6004-7.0
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7.0 End of Policy



Mayor Tim MacPhee

Christopher Leggett, CAO