
Procedure Title: Elected Official Professional Development
Policy: 1300-12
Adopted: February 21, 2023



POLICY STATEMENT:

The Village of Mannville encourages and supports participation and attendance of Council at annual conventions, conferences, seminars and other Professional Development during their tenure.

PURPOSE

The purpose of this policy is to outline the parameters for all Elected Officials to attend Professional Development sessions, which support their role.

SCOPE

This policy applies to all Elected Officials of the Village of Mannville.

GUIDELINES AND PROCEDURES:

1. Elected Officials of the Village of Mannville must attend refresher training on Council Roles and Responsibilities in the first and third year of their term following a general election. This course will be hosted by the Village of Mannville and facilitated by a Municipal Affairs subject matter expert. Neighboring municipalities may be invited to have their Elected Officials attend the workshop to offset costs.
2. All Elected Officials are entitled to attend the Alberta Municipalities Association's annual Convention and Tradeshow.
3. Up to three (3) Councillors annually are approved to attend one (1) of either the Municipal Leaders Caucus seminar hosted by Alberta Municipalities, or the Emerging Trends in Municipal Law seminar hosted by Brownlee LLP or another professional development event or seminar where attendance has been approved by Council resolution.
4. The Mayor is approved to attend the Municipal Leaders Caucus seminar hosted by Alberta Municipalities and the Emerging Trends in Municipal Law seminar hosted by Brownlee LLP annually or another professional development event or seminar where attendance has been approved by Council resolution.
5. All members of Council are approved to attend one (1) course facilitated by the Elected Officials Education Program annually.
6. Administration will attempt to ensure registration occurs before early incentive pricing deadlines (if applicable).
7. Administration will attempt to book accommodation for events and conferences at the conference hotel (if available).

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8. Elected Officials will strive for fiscal responsibility when booking accommodations and traveling. This means standard accommodation and carpooling when possible. Travel by commercial carrier such as airlines, rail, taxi or rideshare may be claimed at the lowest economical cost of travel.
9. Elected Officials are responsible for all expenses unrelated to the approved event.
10. Elected Officials will be responsible for reimbursing the Village the registration fees and non-refundable accommodation deposits for non-attendance at booked events unless due to extenuating circumstances as approved by Council.
11. Per diems and expenses will be claimed as per Council's Reimbursement Policy and Remuneration Policy, as amended from time to time.

REPORTING

1. Elected Officials who attend a convention/conference are expected to provide Council with a report at a Council meeting within one (1) month of event attended.

END OF PROCEDURE