



Council Policy 106

COUNCIL PROFESSIONAL DEVELOPMENT

References:

Municipal Government Act
Code of Conduct Bylaw
Records Management Bylaw
Council Remuneration Policy

Effective Date: September 17, 2025

Council Resolution No: 2025-180

POLICY STATEMENT

The Village of Warner encourages elected officials to engage in continued learning. The Village of Warner considers it important that Elected Officials, during their tenure, develop knowledge and awareness of issues pertaining to their mandate of effectively representing their electorate.

PURPOSE

The purpose of this policy is to establish guidelines for all Elected Officials in order to attend Professional Development sessions, which support their role.

SCOPE

This policy applies to all Elected Officials of the Village of Warner. Elected Officials must meet the duties expected of them as per the Municipal Government Act (MGA), other legislation and Council policies, procedures and bylaws.

DEFINITIONS

"Professional Development" means annual conventions, conferences, courses, seminars, workshops, orientation and other training.

RESPONSIBILITIES

The Chief Administrative Officer (CAO) and/or designate is responsible for ensuring the standards are performed as set out in this policy.

STANDARDS

1. Each Councillor is entitled to Professional Development.
2. All professional development training must be representative of learning in the context of Councillor roles and responsibilities.
3. Every Member must attend the orientation training offered by the Municipality within 90 days after the Member takes the oath of office.
4. Unless excused by Council, every Member must attend any other training organized at the direction of Council for the benefit of Members throughout the Council term.

5. Two Elected Officials are permitted to attend the annual Alberta Municipalities Convention. Council will rotate the two attendees every year to ensure all members are able to attend over the course of the term.
6. Prior to registering for professional development training, Councillors will seek approval from Council.
7. Elected Officials who attend a convention/conference are expected to provide Council with a report at a Council meeting within a month of event attended.
8. Convention/conference materials or handouts which are of benefit to all Elected Officials shall be made available electronically to them.
9. Councillors may pay for professional development expenses and submit receipts for payment following training, and must be signed off by the Mayor.
10. There is no carry over of funds from term to term of Councillors and there is no cash value if not used.
11. Elected Officials are responsible for all expenses unrelated to the approved event.
12. Expenses will be claimed as per Council Policy on Remuneration.
13. Elected Officials will be responsible for reimbursing the Village the registration fee(s) for non-attendance unless due to extenuating circumstances as approved by the Mayor.
14. Elected Officials and administration will attempt to ensure that registration occurs before early incentive registration deadlines (if applicable) upon approval of the Village of Warner operating budget.



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