

**LEGISLATIVE
Section "LE"**

TABLE OF CONTENTS

<i>Policy No.</i>	<i>Subject</i>	<i>Page</i>
LE 001	COUNCIL HIGH SPEED INTERNET & EQUIPMENT	LE-1
LE 002	COUNCILLOR REMUNERATION, EXPENSES AND BENEFITS.....	LE-2-4
LE 003	EXPENDITURE OF MONEY	LE-5
LE 004	HOSPITALITY/PROMOTIONS/PROMOTIONAL ADVERTISING	LE-6
LE 005	INVESTMENT OF SURPLUS FUNDS	LE-7
LE 006	POLITICAL APPOINTMENTS & MEETINGS	LE-8
LE 007	PUBLIC PARTICIPATION	LE-9-11
LE 008	ASSESSMENT REVIEW BOARD REMUNERATION.....	LE-12-13
LE 009	COUNCIL PROFESSIONAL DEVELOPMENT	LE-14-16

Title: Council High-Speed Internet & Equipment

Policy: LE 001

Section: Legislative

ACCOUNTABILITY: Elected Officials (County Councillors) are provided with High-Speed Internet Service and Information Technology (IT) Equipment at the cost of the County of Paintearth No. 18 to allow access to electronic communications with constituents, businesses, etc., and County of Paintearth No. 18 Administration and Staff.

POLICY STATEMENT:

1. High-Speed Internet Service will be provided to Elected Officials of the County of Paintearth at the cost of the County as soon as reasonably possible after they are elected.
2. Councillors will receive a semi-annual payment to cover their Internet monthly fees while serving their term in office. The amount of the payment will be based on current rates charged by Internet Service Providers. Payments will be processed in January and July of each calendar year.
3. Councillors are authorized to keep the High-Speed Internet Equipment (i.e. radio, dish, receiver, cabling) issued to them following their term of public service. A release including indemnity must be signed by the Councillor and Administration prior to the transfer of the service and equipment to the Councillor.
4. IT equipment including laptop computer & accessories, software, carrying case, router and printer will be provided to County Councillors of the County of Paintearth No. 18 at the cost of the County. An itemized list identifying the equipment by description, model and serial number (if available) and county purchase price will be signed by Administration and the respective Councillor when issued to the Councillor and kept in the County of Paintearth No. 18 Office.
5. Councillors are requested to attend training sessions at the cost of the County to the extent needed to attain skills for operating and using the IT equipment provided.
6. Councillors are provided supplies (paper and ink) at the cost of the County and pick up their supplies when attending meetings at the County Office. Insurance coverage for the IT equipment is provided within the County Insurance Policy.
7. Councillors that are issued IT equipment by the County of Paintearth No. 18 identified in Statement No. 4 and leave Public Service as an Elected Official, will retain the IT equipment in their possession. To meet the software licensing requirements, before the release of the individual laptops, the County of Paintearth will proceed to have all previously loaded or saved County software removed and replaced with a Home Office version through a software reload process.
8. Councillors will be provided IT support to assist with maintenance and trouble shooting at the cost of the County including access through the County's Information Technology Service provider(s).
9. IT equipment issued to Councillors will be replaced on a 4-year cycle beginning with the elected Council after the 2010 Fall Election.
10. IT equipment issued to Councillors will be disposed of under the County's AD 005 Disposal of Equipment Policy.

Council Approved: October 1, 2019
Reference: Former Policies 540
Responsibility: Chief Administrative Officer
Review Cycle: As required

Resolution #10.01.19.367
Originated: December 19, 2006
Next Review Date: As required

Title: Councillor Remuneration, Expenses & Benefits	Policy: LE 002
Section: Legislative	

ACCOUNTABILITY: The County of Paintearth No. 18 believes that elected officials who on behalf of the ratepayers provide good governance should receive payment for their involvement in Council activities.

POLICY STATEMENT: Council recognizes that the discharge of public service often results in the Councillor incurring financial expenses and places considerable demands on his/her time.

The Council, accordingly, intends that compensation for Councillors be established and accepted within the spirit of being a public service.

The Council expects that elected members will adhere to these regulations and will strive to ensure that County Administration is not placed on a judgmental position when processing Councillor claims for compensation.

GUIDELINES:

1. Councillors shall:
 - a. Be eligible to receive compensation and expenses for the performance of duties authorized by Council;
 - b. Receive compensation and expenses at rates established by the Council;
 - c. Complete, submit monthly to payroll, the prescribed claim sheet for the documentation of compensation and expenses.

Councillors shall not:

- a. Receive reimbursement for any alcoholic beverages, personal entertainment or other personal expenses;
- b. Political Events, being a corporation, is an ineligible contributor and cannot make contributions. Accordingly, any tickets, registration fees or donations to any federal or provincial registered party, registered association or candidate are ineligible expenses as a member of Council.

2. Generally, Council intends to provide compensation to Councillors for the following services:
 - a. Regular and Special Council meetings;
 - b. Meetings of Committees of the Council;
 - c. Annual County Ratepayers Function – half day;
 - d. RMA Conventions, Workshops and Zone Meetings;
 - e. ASB Conventions, Workshops and Zone Meetings;
 - f. Other Meetings or Conventions which have been authorized for attendance.

Council recognizes that appointments to other Boards/Groups should be worthy of the same compensation established for Council business. If the other Board/Group pays less than the Council established rate, the difference in the diem can be claimed. It will be the responsibility of Council representatives to indicate the diem shortfall on their claim sheet.

There are instances when the County is represented by a member-at-large on some organizations/committees, and Council will extend them the same compensation privileges.

3. Per Diem Claims:

All meetings, etc. are to be claimed to the nearest half day. Rates are \$220.00 per full day and \$110.00 per half day. A half day is up to 4 hours, full day is up to 7.5 hours and above 7.5 hours is a full day and a half.

 - a. Travel time for authorized functions outside the County boundaries shall be included to determine the length of the function.

- b. Meals to be provided during Council/ASB Meetings and all other meals are to be reimbursed when not provided per County Policy: Breakfast - \$20.00, Lunch - \$20.00, Dinner - \$30.00. (Effective Jan. 1, 2019 - cost is prorated for partial day away and no receipt required)
 - c. Attendance at functions must be authorized with members being nominated or selected to attend when required.
 - d. The Reeve shall receive an allowance of \$1,200.00 per month. (Effective Nov. 1, 2021)
 - e. The Deputy Reeve shall receive an allowance of \$1,000.00 per month. (Effective Nov. 1, 2021)
 - f. Each Councillor shall receive an allowance of \$800.00 per month. (Effective Nov. 1, 2021)
4. Mileage Claims:
- a. Claim for round trip mileage (from the residence to the meeting/function and return). Rate is \$.60 per kilometer. (Effective March 1, 2022)
 - b. Claim round trip mileage (from the residence to the meeting/function and return) for authorized functions attended outside the County boundaries while on County business.
 - c. The sharing of transportation shall be considered whenever possible.
5. Convention Allowances:
- a. Councillors will be paid \$220.00 per day; \$110.00 per half day. Travel time to and from the convention should be included in determining the number of days to be claimed. The allowance for incidentals when away from home is \$10.00 per night if required.
 - b. Registrations/reservations will be handled by Administration, along with cancellations. Councillors must advise administration of any cancellations prior to the function. Should a Councillor fail to do so, the registration fee will be deducted from the monthly compensation. Should a member feel that they should not have to pay the registration, it should be referred to Council.
 - c. Hotel accommodation, meals and parking fee receipts must be turned into Administration for reimbursement if not covered under the corporate credit card for payment.
 - d. When a spouse/partner accompanies a Councillor to a meeting, workshop, seminar, or conference, the expenses of the spouse/partner shall be considered a personal expense and are the responsibility of the individual Councillor and shall not be reimbursed by the County.
 - e. Actual accommodation costs and parking costs per convention paid directly by Councillors will be reimbursed. Meals or accommodations charged to the corporate credit card will be not reimbursed directly to each Councillor. Meals not provided by the convention to be reimbursed per County Policy.
6. Equipment Provided:
- a. Councillors will be provided with IT equipment including computer & accessories, software, carrying case, router and printer at the cost of the County. This will allow Councillors to receive High Speed Internet to allow access to electronic communications with constituents, businesses, etc. and County of Paintearth Administration. Please refer to the County's LE 001 Council High-Speed Internet & Equipment Policy for detailed information.
 - b. Councillors are provided supplies (paper and ink) at the cost of the County. Insurance coverage for the IT equipment is provided within the County's Insurance Policy.
 - c. Compensation will be paid to Councillors semi-annual to assist with their Internet monthly fees while serving their term in office. The rate paid is \$57.70 (GST Inc.) per month.
7. Benefits:
- The County contributes 100% of the premiums for the coverages listed below:
- | | |
|---|--------------|
| a. Accidental Death or Dismemberment (see policy) | \$200,000.00 |
| b. Weekly Indemnity | 300.00 |
| c. Accident Reimbursement Benefit | 5,000.00 |
| d. Critical Illness Coverage | 15,000.00 |
- The County also contributes 100% of the premiums for:
- a. Extended Health Care
 - b. Dental
 - c. Health & Wellness

Health And Wellness Spending Account: Effective January 1, 2019, a Health and Wellness Spending Account is provided for Councillors to receive \$750.00 per year. Regulations as provided to County employees.

Regulations:

- a) Effective January 1, 2019, the Health and Wellness Spending Account shall be in the amount of seven hundred and fifty dollars (\$750.00) per year for each Councillor.
- b) The Health and Wellness spending Account will provide reimbursement to Councillors to maintain and enhance their wellness - including:
 - Fitness equipment and activities
 - Professional development and educational courses
 - Dependent care
 - Health related services
 - Dental services
 - Eye care and eye wear
- c) Any unused amount may be carried forward into the following year to a maximum of one thousand five hundred dollars (\$1,500.00).
- d) In the event of termination of employment, any unused portion of the Health and Wellness Spending Account will be forfeited to the County.

8. Recognition of Service:

Councillors leaving the County after having provided long-term services are recognized under County's HR 011 Recognition of Service Policy.

9. Retirement:

Councillors retiring from the County are eligible to receive recognition of service benefits under the County's HR 012 Retirement Policy.

Council Approved: April 5, 2022	Resolution #04.05.22.103
Reference: Former Policy 415	Originated: April 15, 1999
Administrative Responsibility: Chief Administrative Officer	
Review Cycle: As required	Next Review Date: As required

Title: Expenditure of Money

Policy: LE 003

Section: Legislative

POLICY STATEMENT: As per the Municipal Government Act section 248, the Chief Administrative Officer is authorized to make expenditures that have been previously included in either the operating or capital budget that has been previously approved by Council. Any expenditure not previously approved in either an operating or capital budget will be presented to Council for authorization.

Copies of the Budget Report shall be provided to Council once a month as information at County Council Meetings. Two signatures are required on all accounts payable cheques; either that of the Chief Administrative Officer or administrative designate and the Reeve or Deputy Reeve or as otherwise designated by Council.

Council Approved: October 1, 2019

Reference: Former Policy 405

Administrative Responsibility: Chief Administrative Officer

Review Cycle: As required

Resolution #10.01.19.367

Originated: January 20, 1983

Next Review Date: As required

Title: Hospitality/Promotions/Promotional Advertising **Policy:** LE 004
Section: Legislative

PURPOSE: To provide access to funds for hospitality and promotional activities.

POLICY STATEMENT: The County deems it necessary and appropriate to provide funds for hospitality, promotions, and promotional advertising and have established a budget for same. The Reeve and/or Chief Administrative Officer are permitted to access these funds when they deem it a benefit to the County.

Council Approved: October 1, 2019 Reference: Former Policy 255 Administrative Responsibility: Chief Administrative Officer Review Cycle: As required	Resolution #10.01.19.367 Originated: May 21, 1992 Next Review Date: As required
---	--

Title: Investment of Surplus Funds

Policy: LE 005

Section: Legislative

ACCOUNTABILITY: To provide for the investment of surplus funds of the County of Paintearth No. 18.

POLICY STATEMENT: Subject to this policy, surplus funds of the County are to be invested in a prudent and beneficial manner which maximizes the return earned while protecting the assets of the municipality.

The Chief Administrative Officer may make such investments in any of the securities authorized by Sections 250 (a) and (c), of the Municipal Government Act.

The primary objective is to ensure the current cash flow requirements of the County are met. Most investments will have maturities of less than one year. The investments will be short term, cash equivalent securities in nature (i.e. term deposits, banker's acceptance, Government of Canada Treasury Bills, guaranteed investment certificates, etc.). Surplus funds more than yearly cash flow will be identified and referred to Council to determine specific earmarked expenditures (i.e. capital expenditure requirements).

In trying to maximize the return on investments, local banking institutions within the County of Paintearth must be given an opportunity to quote on the principles sums identified for investment. The choice in selecting the banking institution will depend upon the rate of interest offered, however, will not exclusively be the determining factor in awarding the investment. In reviewing the quotations, Council is of the opinion that not all investments be invested in any one institution.

Investments will not knowingly be made in companies which could damage the reputation or role of the County, or which could be construed to be in conflict with the objectives of the County.

Council Approved: October 1, 2019

Reference: Former Policy 440

Administrative Responsibility: Chief Administrative Officer

Review Cycle: As required

Resolution #10.01.19.367

Originated: August 17, 2000

Next Review Date: As required

Title: Political Appointments & Meetings

Policy: LE 006

Section: Legislative

ACCOUNTABILITY: To outline the County's policy on political appointments and meetings.

POLICY STATEMENT: Council of the County of Paintearth No. 18 will abstain from meeting with Provincial and Federal Political parties and/or representatives during Provincial and Federal election campaigns.

Council will always make time available at their meetings to meet with Provincial and Federal political parties and/or representatives except during election campaigns.

The Reeve of the County will appoint members to meet with Provincial or Federal political parties or representatives when they are within the County to present the views and concerns of the County.

Council Approved: October 1, 2019

Reference: Former Policy 460

Administrative Responsibility: Chief Administrative Officer

Review Cycle: As required

Resolution #10.01.19.367

Originated: March 26, 1992

Next Review Date: As required

Title: Public Participation

Policy: LE 007

Section: Legislative

PURPOSE AND APPLICATION: In accordance with Section 216.1 of the *Municipal Government Act*, this Public Participation Policy has been developed to recognize the value of public participation and create opportunities for meaningful participation in decisions that directly impact the public and stakeholders of the County of Paintearth No. 18.

This Public Participation Policy is in addition to and does not modify or replace the statutory public hearing requirements in the *Municipal Government Act*.

Council recognizes that a wide variety of perspectives are shared through public engagement. However, it is important to understand that public engagement does not replace formal decision-making by the County Council. The engagement process is a tool, along with research, Council policies, legislation, expert advice and input from partner organizations that aid in the decision-making process.

GENERAL POLICY PRINCIPLES

Council recognizes that good governance includes engaging County Stakeholders in Public Participation by:

- 1) Promoting sustainable decisions by recognizing various County Stakeholder interests;
- 2) Provide County Stakeholders with the appropriate information and tools to engage in meaningful participation.

I. DEFINITIONS

- 1) “**CAO**” means the Chief Administrative Officer of the County or their delegate.
- 2) “**County Stakeholders**” means the residents’ of the County, as well as other individuals, organizations or persons that may have an interest in, or are affected by, a decision made by the County.
- 3) “**County**” means the County of Paintearth No. 18.
- 4) “**Public Participation**” includes a variety of non-statutory opportunities where County Stakeholders receive information and/or provide input to the County.
- 5) “**Public Participation Plan**” means a plan which identifies which Public Participation Tools to be used to obtain public input in a particular circumstance.
- 6) “**Public Participation Tools**” means the tools that may be used, alone or in combination, to create Public Participation opportunities including, but not limited to:
 - (a) in-person participation which may include at-the-counter interactions, door knocking, interviews, meetings, roundtables, town halls, open houses and workshops;
 - (b) digital participation which may include online chat groups, webinars, message boards/discussion forums, and online polls or surveys;
 - (c) written participation which may include written submissions, email, and mail-in surveys, polls; and
 - (d) representative participation which may include being appointed to an advisory committee, ad hoc committee or citizen board.

II. POLICY RESPONSIBILITIES

1) Council Responsibilities

- i. Approve by resolution this policy and any amendments
- ii. Consider input obtained through Public Participation
- iii. Recognize the benefits of public engagement
- iv. Serve as an advocate for public engagement
- v. Be guided by the policy when determining the level of public engagement required
- vi. Ensure resources are adequate to facilitate staff’s role in conducting the appropriate process.

2) CAO Responsibilities

- i. In accordance with this Policy or as directed by Council, develop Public Participation Plans, for Council approval;
- ii. Ensure policy and Procedure reviews occur and verify the implementation of policies and procedures
- iii. Recognize the benefits of public engagement
- iv. Serve as an advocate for public engagement
- v. Recommend to Council necessary policy amendments
- vi. Provide guidance to Council, ensuring that sufficient public engagement has occurred.

3) Directors to:

- i. Understand, and adhere to this policy and procedure
- ii. Ensure employees are aware of this policy and procedure

4) All Employees to:

- i. Understand, and adhere to this policy and procedure
- ii. Recognize the benefits of public engagement
- iii. Serve as an advocate for public engagement

III. PUBLIC ENGAGEMENT OPPORTUNITIES

- (a) The Chief Administrative Officer and or their designate shall develop and implement a Public Engagement Plan when:
 - i. Pre-defined circumstances – Legislation (e.g. Municipal Government Act, The Planning & Development Act), Administration and/or Council directives make community engagement necessary.
 - ii. Planned situations – the Administration and/or Council request community engagement due to the nature of an issue/project and other special circumstances.
- (b) The following factors shall be considered in determining if public participation is required and the level of participation to be used:
 - i. identified public priorities;
 - ii. background and history of the issue;
 - iii. opportunity for public input to influence the decisions and outcomes;
 - iv. nature and scope of the potential impact;
 - v. previous expressions of concern or interest in the decision or the results;
 - vi. time sensitivity in terms of when a decision needs to be made; or
 - vii. availability and allocation of resources.

IV. POLICY EXPECTATIONS**1) Legislative and Policy Implications**

- (a) All Public Participation will be undertaken in accordance with the *Municipal Government Act*, the *Freedom of Information and Protection of Privacy Act* and any other applicable legislation.
- (b) All Public Participation will be undertaken in accordance with all existing County policies.
- (c) This Policy shall be available for public inspection and may be posted to the County's website.
- (d) This Policy will be reviewed at least once every four years.

2) Public Participation Standards

- (a) Public Participation will be conducted in a sustainable and inclusive manner having regard to different levels of accessibility.
- (b) Public Participation activities will be conducted in a professional and respectful manner.

- (c) Public Participation plans will consider early, ongoing and diverse opportunities to provide input.
- (d) County Stakeholders who participate in any manner of Public Participation are required to be respectful and constructive in their participation. County Stakeholders who are disrespectful, inappropriate or offensive, as determined by Council or Administration may be excluded from Public Participation opportunities.
- (e) The results of Public Participation will be made available to Council in a timely manner in accordance with County policies.

V. PUBLIC PARTICIPATION PLANS

- (a) When so directed by this Policy or Council, the CAO or designate shall develop a Public Participation Plan for approval by Council which may consider the following:
 - i. the nature of the matter for which Public Participation is being sought;
 - ii. the impact of the matter on County Stakeholders;
 - iii. the demographics of potential County Stakeholders in respect of which Public Participation Tools to utilize, level of engagement and time for input;
 - iv. the timing of the decision and time required to gather input;
 - v. what information is required, if any, to participate; and
 - vi. available resources and reasonable costs.
- (b) Public Participation Plans may include the following:
 - i. a communication plan to inform the public about the Public Participation Plan and opportunities to provide input;
 - ii. identification of which Public Participation Tools will be utilized;
 - iii. timelines for participation;
 - iv. information about how input will be used;
 - v. the location of information required, if any, to inform the specific Public Participation.

VI. REPORTING AND EVALUATION

- (a) Information obtained in Public Participation will be reviewed by the CAO and a report shall be provided to Council for review.
- (b) The report may include the following:
 - I. an overview of the Public Participation Plan and how it was developed;
 - II. an assessment of the effectiveness of the plan based on the level of engagement and the quality of input;
 - III. a summary of the input obtained; and
 - IV. may include recommendations for future Public Participation Plans.

Council Approved: October 1, 2019	Resolution #10.01.19.367
Reference: As per Sec 216.1 of the MGA (Oct 26, 2017)	Originated: June 19, 2018
Administrative Responsibility: Chief Administrative Officer	
Review Cycle: Every 4 Years	Next Review Date: June 2022

Title: Assessment Review Board Remuneration	Policy: LE 008
Section: Legislative	

ACCOUNTABILITY

To establish guidelines for remuneration to Board Members for their time spent carrying out Council business on behalf of the County of Paintearth No. 18. The compensation rates have been established in the County Bylaw 688-20 Assessment Review Board Bylaw.

POLICY STATEMENT

- Board Members shall receive honorariums for adjudicating at formally scheduled Hearings, taking appropriate training and writing and reviewing decisions. Honorariums shall be awarded on the following basis:

LARB	Half day – Four (4) hour block	\$110.00
LARB	Full day – Four plus (4+) hour block, excluding lunch hour	\$220.00
LARB – Chair	Half day – Four (4) hour block	\$125.00
LARB – Chair	Full Day – Four plus (4+) hour block – excluding lunch hour	\$250.00
CARB	Half day – Four (4) hour block	\$220.00
CARB	Full Day – Four plus (4+) hour block – excluding lunch hour	\$440.00
CARB – Chair	Half day – Four (4) hour block	\$250.00
CARB - Chair	Full Day – Four plus (4+) hour block – excluding lunch hour	\$460.00

- Board Members and the Clerk shall receive compensation for travel based on the most current published Alberta Government Public Service Subsistence, Travel and Moving Expenses regulation for performing adjudication duties or taking appropriate training.
- Board Members and the Clerk shall receive reimbursement for meals incurred while performing adjudication duties or taking appropriate training. A reasonable meal allowance will be offered and will most often be authorized and organized by the Clerk. Guidance to limitations can be derived from the most current published Alberta Government Public Service Subsistence, Travel and Moving Expenses regulation.

-
4. Board Members and the Clerk shall receive reimbursement for any lodging accommodations required while performing adjudication duties or taking appropriate training.
 5. Provincial Members shall receive reimbursement for all expenses incurred and at the rates prescribed by the Province.

Council Approved:
Reference: Bylaw 688-20 & Former Policy 595
Administrative Responsibility: Chief Administrative Officer
Review Cycle: As required

Resolution #06.02.20.212
Originated: June 18, 2019
Next Review Date: As required

Title: Council Professional Development

Policy: LE 009

Section: Legislative

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

POLICY STATEMENT: The County of Paintearth supports members of Council Professional Development through attendance at conferences, workshops, seminars and educational opportunities, as these functions provide valuable learning, networking and promotional opportunities that enrich the governance function of County Council.

1. Definitions

- 1.1 Conferences, workshops, seminars and educational opportunities include, but are not limited to, the following:
 - Agricultural Service Board (ASB) Tour
 - Alberta Urban Municipalities Association (AUMA) Spring Caucus
 - Brownlee LLP Emerging Trends Seminar
 - Elected Officials Education Program (EOEP)
 - Federation of Canadian Municipalities (FCM) Conference – when the FCM convention is held in Alberta/Saskatchewan
 - Provincial Agricultural Service Board Conference
 - Regional Agricultural Service Board Conference
 - Reynolds, Mirth, Richards & Farmer (RMRF) Municipal Law Seminar
 - Rural Municipalities of Alberta (RMA) District Spring and Fall Meetings
 - Rural Municipalities of Alberta (RMA) Spring and Fall Conferences

- 1.2 Members of Council may attend the following conferences/course using funds from a specific budget established annually as part of the budgeting process:
 - Agricultural Service Board (ASB) Tour
 - Assessment Review Board and Subdivision & Development Appeal Board Training
 - Council Orientation Training and other required training as per the *Municipal Government Act*
 - Provincial Agricultural Service Board Conference
 - Regional Agricultural Service Board Conference
 - Rural Municipalities of Alberta (RMA) District Spring and Fall Meetings
 - Rural Municipalities of Alberta (RMA) Spring and Fall Conferences

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

- 1.3 Conferences attended by Council Member representatives appointed on boards and committees, as determined at the annual Council Organizational meeting and identified on the Council Appointments document, to attend conferences and/or events associated with their committee/board appointments. Conference expenses will not be deducted from the respective Councillor’s annual budget.

- 1.4 Educational courses including but not limited to courses offered by post-secondary schools relevant to a Councillors understanding of the functions of the municipality.

2. Process

- 2.1 Costs shall be funded for Councillors attendance at conferences, seminars, workshops and other educational opportunities.
- 2.2 To assist in furthering members of Council professional development in a calendar year, each member shall be provided with annual Council Professional Development budget of \$3,000.00.
- 2.3 The Council member must obtain approval by Council for any Professional Development activity.
- 2.4 Courses pertaining to professional development must be approved by Council prior to the cost of the course being applied to any member of Council's Professional Development budget.
- 2.5 The County will pay/reimburse the reasonable expenses for attending conferences, seminars, webinars, workshops and other educational opportunities including:
 - i) Per Diem;
 - ii) Registration Costs;
 - iii) Accommodation;
 - iv) Travel, mileage, meals and incidentals in accordance with the Councillor Remuneration, Expenses and Benefits Policy LE 002.
- 2.6 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.
- 2.7 Funds in the individual's Council Professional Development Budget are non-transferable to other Members of Council.
- 2.8 Funds left in the budget are not carried over to the following year.
- 2.9 If a spouse/partner accompanies a member of Council to an out of town conference, seminar, workshop or educational opportunity, the expenses of the spouse/partner for travel/meals and registration for extra curricular events are considered personal expenses and will be the responsibility of the Councillor.

3. Policy Responsibilities

- 3.1 Council to:
 - 3.1.1 Council has the authority to pass resolution(s) at a regular council meeting to provide authority for attendance of council members at conferences, seminars, workshops and/or council approved business that are not included within this policy. Consideration of attendance at conferences will be based on the content/merit of the conference program.
 - 3.1.2 A Councillor will be responsible for reimbursing the County the registration fee(s) for non-attendance, unless due to extenuating circumstances as accepted/approved by Council.
 - 3.1.3 A Councillor will attempt to ensure registration occurs before early incentive registration deadlines (if available).
 - 3.1.4 Council to consider the allocation of resources for successful implementation of this policy in the annual budget process.
- 3.2 Administration to:
 - 3.2.1 Administration will canvass Council members to determine their desire to attend conferences, workshops, seminars, and education opportunities; registration will occur before early incentive registration deadlines if available.
 - 3.2.2 Administration will ensure policy and procedure reviews occur and verify the implementation of policies and procedures.

4. **Political Events**

- 4.1 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 or fundraiser.

Council Approved: November 2, 2021	Resolution #11.02.21.411
Reference:	Originated: May 20, 2020
Administrative Responsibility: Chief Administrative Officer	Next Review Date: As required
Review Cycle: As required	