COUNCIL CONFERENCE AND PROFESSIONAL DEVELOPMENT

POLICY NO	CP-201.26
DIVISION DEPARTMENT	Council/Administration
REVIEW PERIOD	Every 4 Years, Upon Legislative Change or As Required

1. POLICY PURPOSE

1.1 To establish a framework for Council members to pursue professional development through attendance at conferences, workshops, seminars and educational opportunities that support effective governance and informed decision-making.

2. POLICY STATEMENT

2.1 The Town of Blackfalds supports and encourages the ongoing professional development of Council members. Funds are allocated to assist Council members in attending conferences, workshops, seminars, and other educational opportunities relevant to their roles and responsibilities.

3. DEFINITIONS

3.1 **"CAO"** means the Chief Administrative Officer of the Town of Blackfalds, appointed by Council as per the *Municipal Government Act*.

3.2 "**Council"** means the Council of the Town of Blackfalds elected pursuant to the *Local Government Authorities Election Act*.

3.3 "**Town**" means the municipality of the Town of Blackfalds.

4. SCOPE

4.1 This Policy applies to Council members.

5. AUTHORITY AND RESPONSIBILITIES

5.1 Council to:

5.1.1 Adopt and support this Policy by resolution.

5.1.2 Consider the allocation of resources for the successful implementation of this Policy in the annual budget process.

5.1.3 Complete and submit the Annual Council Professional Development Budget Form. (Appendix A).

5.1.4 Submit requests for professional development and/or conferences when required on the Professional Development Training Form (Appendix B).

5.2 Chief Administrative Officer to:

5.2.1 Advise Council on the development, implementation, and amendment of this Policy.

5.2.2 Ensure Policy review occurs and verify the implementation of this Policy.

6. POLICY

6.1 Budget

6.1.1 The annual budget will have an assignment of funds for professional development opportunities for all members of Council. Additional funding for the Mayor is provided due to the increased attendance requirement for the position of Mayor.

6.1.2 The budget amounts for annual professional development opportunities are subject to adjustments based on annual operating deliberations.

6.1.3 To assist with budget allocation Council members are encouraged to submit an Annual Council Professional Development Budget Submission attached as Appendix A.

6.1.4 The annual professional development budgeted for Council will also include travel and subsistence costs, which will be reimbursed per the Council Remuneration and Compensation Policy.

6.1.5 Costs for spouses or partners to accompany the Council member to any professional development function will not be funded by the Town.

6.1.6 Council professional development budget amounts may be reallocated from one Council member to another upon Council approval.

6.1.7 Courses and other training opportunities that are mandatory for newly elected Council members (i.e. Council Orientation) will be expensed through a separate cost centre other than the individual Council members' assigned professional development budget as per the Council Remuneration and Compensation Policy.

6.1.8 Travel and subsistence costs for Council members assigned to external boards and committees that meet on a regular basis will be considered during budget deliberations as an additional budget requirement.

6.1.9 Council members will be responsible for all expenses unrelated to approved professional development requests.

6.2 Per Diems

6.2.1 Per diems will be provided to Council as outlined in the Council Remuneration and Compensation Policy.

6.2.2 Per diem rates are provided to Council as per the rates outlined in the Council Remuneration and Compensation Policy.

6.3 Approvals

6.3.1 Council members' attendance at conferences and conventions such as the Alberta Municipalities Conference and the Federation of Canadian Municipalities Conference or any conference that a Council Member is assigned to as a committee or board will not require approval of Council.

6.3.2 Council members' participation in workshops, seminars, courses and meetings that are required as part of Council's responsibilities or as a member of committees and boards will not require approval of Council.

6.3.3 Council member participation in conventions, conferences, seminars, courses, and other professional development activities, excluding those put on by Alberta Municipalities or the Federation of Canadian Municipalities or by agencies affiliated with a committee or board that they are appointed to requires Council approval.

6.3.4 The Professional Development Training Form (Appendix B) may be used by Council members to outline the value of their professional development requests that are outside of the scope of those normally attended.

6.3.5 Attendance at conventions, conferences, seminars, courses, and other professional development activities that incur no registration or participation costs to the Town does not require prior Council approval. Reimbursement of travel and subsistence expenses related to attendance at such activities shall be at the discretion of Council.

6.4 Annual Conferences

6.4.1 All members of Council may attend the annual Alberta Municipalities Conference.

6.4.2 The Mayor and up to two Councillors may attend the annual Federation of Canadian Municipalities (FCM) Conference.

6.4.3 The selection of Council members who will be attending the FCM Conference shall be determined each year with a rotation to ensure all Council members have an opportunity to represent the community.

6.4.4 At the discretion of Council, additional Council members may attend the FCM Conference when the conference is held in the Province of Alberta or if the content of the conference is of specific benefit to the activities of Council.

6.4.5 Costs for attendance at the annual FCM Conference, including travel, subsistence and per diems, will be allocated from a separate costing centre as per the Council Remuneration and Compensation Policy.

6.5 Registration

6.5.1 The Legislative Advisor may register Council members for courses and conferences as requested.

6.5.2 Council members may register themselves using their municipal credit cards. Receipts must be submitted to Accounts Payable.

6.6 Registration

6.6.1 Council members will include their professional development training activities and conference/convention attendance in their monthly reports.

7. EXCLUSIONS

None

8. SPECIAL SITUATIONS

None

9. RELATED DOCUMENTS

9.1. Council Policy CP-189.25 - Council Remuneration and Compensation

10. END OF POLICY

-Original Signed-	-Original Signed-
Mayor	Chief Administrative Officer
-Original Dated-	-Original Dated-
Date	Date

POLICY RECORD HISTORY

	Resolution No:	Date
Policy Adopted	**393/26**	**November 10, 2026**
Policy Reviewed		
Policy Revised		

ADMINISTRATIVE REVISIONS

Date	Description