Professional Development Fund for Councillors Policy

Purpose

The purpose of the policy is to provide opportunity for effective professional development for elected officials within the Town of Cardston.

Policy Statement

The Town of Cardston supports activities that enhance a Councillors growth in knowledge, skills and practice and encourages elected officials to actively engage in continued learning. The Professional Development Fund is designed to assist members of Council in the pursuit of professional development interests that may support the Councillor in performing his/her role on Council.

Definitions

The term professional development refers to any activity that will advance the skills or expertise of an individual to succeed as a Councillor through continued education.

Funding Guidelines

- Each Councillor is entitled to a maximum of **$2,000** for the four (**4**) year term on Council.
- All professional development activities towards which the fund applies are to be representative of learning in the context of a Councillors roles and responsibilities.
- Council may ask for either a verbal or written report following the professional development activity.
- The Councillor may pay for the course and submit receipt for payment, use a purchase order supplied by the Chief Administrative Officer (CAO), or fill out a request for payment form to have a cheque prepared.
- There is no carry over of funds from term to term of Councillors and there is no cash value if not used as per the guidelines of the policy.

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