

Policy: Training for Members of Council Policy

Date Originally Approved: January 30, 2003

Motion: "Council approves the adoption of the Training for Members of Council Policy, as presented." Motion carried.

This Policy is current as of: January 31, 2003

**Municipality of the County of Colchester
Training for Members of Council Policy**

Introduction

The Municipality has an established training budget for Municipal staff. In past, general training sessions have been arranged for members of Council. An example of this is training for newly elected Councillors.

Purpose

The purpose of this policy is to set criteria and budget for Council when a Councillor specifically requests training that is not normally arranged for a number of Councillors to attend.

Policy

1. Council shall establish an annual budget for training for Councillors. The initial budget shall be approved through the annual budget process at the Additions/Deletions meeting. Annually thereafter, the budget shall be part of the “maintenance” budget preparation.

2. During any annual review of the budget, Council can consider an amendment to the amount of the “maintenance” budget.

3. Requests will be handled on a “first come, first serve” basis during each fiscal year.

4. The following criteria are established for purposes enabling the CAO to approve training requests.
 - Request must be in writing from a Councillor.
 - Course must be related to Municipal government.
 - The course must be completed prior to the next municipal election date.
 - Budget funds must be sufficient to cover the cost of the training.

5. Councillors must demonstrate a commitment to completing the course.
 - Reimbursing the Municipality for the cost of all or a portion of the course for failure to attend in the absence of a suitable explanation.
 - Providing the CAO with a brief outlining the benefits of the training.

Clerk’s Annotation For Official Policy Book	
Date of Notice to Council Members of Intent to Consider (7 days minimum): _____	
Date of Passage of Current Policy: _____	
I certify that this Policy was adopted by Council as indicated above.	
_____	_____
Municipal Clerk	Date