

# DECISION/DIRECTION NOTE

**Title:** Approval of a Professional Development Allowance for Members of Council

**Date:** January 28, 2020

**Report To:** Mayor and Council

**Councilor and Role:** ALL

**Ward:** N/A

**Decision/Direction Required:** Approval of a Professional Development Allowance for Members of Council

## **Discussion – Background and Current Status:**

From time to time members of Council request financial support from the City for attendance at learning events of a professional development nature such as workshops, conferences, seminars. While the City has a policy related to employee training and learning, there is currently no policy that applies to Council in this regard. To ensure fairness and equity in the application of budget for Council professional development, a policy is recommended that would use the following guidelines:

1. Council learning activities should be specific to the role of Council within City activities and functions such as: legislative and governance matters; community leadership, accountability and strategy; evaluation of executive leadership.
2. \$1000 allocation per Councilor annually for a total budget of \$11,000. The fund would not replace budget used for travel to attend conferences and meetings related to City matters.
3. Funds may be used collectively to support learning of Council as a whole.
4. Approval for use of the funds requires the approval of the City Clerk.
5. Reporting of spending as part of quarterly travel report.
6. City Clerk's Office to manage the fund.

## **Key Considerations/Implications:**

### **1. Budget/Financial Implications**

The annual cost proposed is \$11,000 per year. This money will be sourced internally so as not to increase the overall City budget.

### **2. Partners or Other Stakeholders**

N/A

### **3. Alignment with Strategic Directions/Adopted Plans**

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All learning shall be aligned with the City's overall strategy and goals.

**4. Legal or Policy Implications**

N/A

**5. Engagement and Communications Considerations**

The amounts spent will be reported in conjunction with the quarterly travel report.

**6. Other Implications**

N/A

**Recommendation:**

If Council wishes to avail of this sort of professional development funding staff recommended a professional development allowance of \$1,000 per Councilor per year be established and an associated policy be developed to guide the fund and provide clarify on usage.

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**Approved by:** Kevin Breen, City Manager