

POLICY 25-18

COUNCIL ATTENDANCE AT PROFESSIONAL DEVELOPMENT & EVENTS

DATE OF ADOPTION:	October 28, 2025	MOTION NUMBER:	#25/10/163
DATE OF AMENDMENT:		DEPARTMENT:	Legislative

PURPOSE

To establish an opportunity for Council members to attend Professional Development through attendance at designated conferences, workshops, seminars, events, and educational opportunities.

DEFINITIONS

Administration is the administrative Employees of the Town of Vermilion.

CAO is the Chief Administrative Officer for the Town of Vermilion.

Council is the municipal Council of the Town of Vermilion.

Director is a person employed by the Town of Vermilion who is in charge of an activity, department or organization, as delegated by the CAO.

Local Event(s) shall be events that are being held within the corporate limits of the Town of Vermilion or held in the regional area surrounding the Town of Vermilion.

Member of Council or Councillor is an individual elected to office pursuant to the Municipal Government Act (MGA) who serves as an elected official for the Town of Vermilion.

Professional Development is learning and development opportunities and activities to extend and broaden the scope of professional capabilities of Members of Council in relation to their role and responsibilities under the Municipal Government Act.

Town is the Town of Vermilion in the Province of Alberta.

SCOPE

This policy applies to All Members of Council.

TASK	TITLE OR DEPARTMENT OF PERSON RESPONSIBLE
APPROVAL OF POLICY & AMENDMENTS	Council
HANDLING INQUIRIES & COMMUNICATING POLICY	Chief Administrative Officer
MONITORING REVIEWS & IMPLEMENTATION	Chief Administrative Officer

GUIDING PRINCIPLES

Professional Development

- Members of Council are encouraged to attend Professional Development opportunities and obtain certificates relevant to their responsibilities and to the strategic priorities of the Town.
- Council shall annually, through the budget process:
 - Establish a Professional Development budget;
 - Identify a minimum of three (3), maximum of seven (7), Members of Council to attend the Alberta Municipalities conference; and
 - Identify a maximum of three (3) Members of Council to attend the Federation of Canadian Municipalities conference.
- All expenses related to travel while attending Professional Development shall be reimbursed in accordance with Town policies, as amended from time to time.
- If a spouse or partner accompanies a Member of Council on a Professional Development trip or conference, they shall not be reimbursed for any costs incurred.
- A Member of Council shall reimburse the Town for all fees associated with non-attendance at a Professional Development event that they were previously registered for, unless they are exempted to do so due to extenuating circumstances as approved by the Mayor or designate.
- Members of Council who attend Professional Development shall provide a verbal or written report of their Professional Development during a public Committee or Council Meeting.

Event Attendance

- Members of Council may be invited to events as part of their duties of office and are permitted to attend as personally invited.

- In the event that the Town provides sponsorship or purchases tickets to a Local Event, the CAO shall distribute the tickets, prioritizing Members of Council first, followed by the CAO Directors, and then Administrations.
- Spouses of Members of Council shall not be provided with tickets to events unless an exception is pre-approved in writing by the Mayor or CAO before the event occurs.