



Policy Title: Learning and Development Policy for Councillors
Policy Number: CC024
Report Number: AOC07-11
Approved by: City Council
Effective Date: 2007 April 23
Business Unit: Office of the Councillors

BACKGROUND

Council places a high value on continuous learning by Members of Council in order that they may garner and transfer knowledge of local government including:

- Governance and decision making matters;
- Leadership and constituent advocacy skills; and
- Best practices

At its meeting 2007 January 24 the Aldermanic Office Coordinating Committee (AOCC), dealt with a request by an Alderman that the Committee consider developing a policy around financial support of Alderman for courses, seminars, and programs of study etc. The Committee agreed to pursue the matter and directed the Manager, Aldermanic Office Services prepare a draft for the Committee's consideration.

At the 2007 April 23 regular meeting of Council, the (AOCC) brought forward report AOC07-11 and Council approved the Learning and Development Policy for Aldermen.

PURPOSE

The purpose of this policy is to provide guidelines, criteria and limitations for the financial contribution by both The City of Calgary and Office of the Councillors towards courses and programs to enhance the knowledge and occupational skills of Councillors in order to benefit the citizens of Calgary.

POLICY

The continuous learning and development of Councillors is of immediate and direct benefit to the citizens of Calgary and it is reasonable that the expenses for courses or programs of study be borne by The City of Calgary and Office of the Councillors under the following policy guidelines:



Initiator and Financial Sponsor

- a) Where the City initiates a learning or development opportunity by an offering to all Councillors, The City will bear the full financial cost of the opportunity being offered;
- b) Where the Office of the Councillors initiates a learning or development opportunity by an offering to all Councillors, The Office of the Councillors will bear the full financial cost of the opportunity being offered; and
- c) Where a Councillor initiates a learning or development opportunity, the ward account of the Councillor can be used by the Councillor to fund all or a portion of the costs provided the following guidelines are observed:
 - It is the responsibility of the Councillor to clearly establish the relationship between the duties of the position of Councillor and the curriculum;
 - The costs are subject to the policies of Council governing Office of the Councillors Ward accounts;
 - The costs will be subject to public release as part of the ward expense reporting practices of the Office of the Councillors; and
 - If the Councillor does not successfully complete the program, she/he must either complete the program at their own personal cost or refund The City the amount of the registration costs.

Information and knowledge Transfer

- Councillors are encouraged to share what they have learned from courses and programs they attend. To assist in this transfer, the Office of the Councillors will provide space in its library for any materials Councillors wish to submit; and
- Councillors are also encouraged to share information informally with other members of Council and members of the Administration who share an interest in the subject.

AMENDMENTS

2013 October 21 - Bylaw 40M2011 Discontinue the use of the title "Alderman" in favour of the title "Councillor"