



TOWN OF RAYMOND

Adopted By: Council

Motion: 2018-073

Authority to Administer: Corporate Services

Policy Number: GP – 2018 - 01

Policy Name

Council Professional Development Fund

Policy Purpose

The Professional Development Fund policy establishes funding and guidelines for professional development for Town of Raymond elected officials.

Policy Statement

The Town of Raymond encourages elected officials to engage in continued learning. The Professional Development Fund is designed to assist members of Council in the pursuit of professional development interests that will support the Councillor in performing his/her role on Council

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.

Policy Procedure

- Each Councillor is entitled to a maximum of \$3,000 for the four (4) year term on Council.
- All professional development training must be representative of learning in the context of Councillor roles and responsibilities.
- Prior to registering for professional development training, Councillors will seek approval from Council.
- Council may ask for either a verbal or written report following the professional development activity.
- Councillors may pay for professional development expenses and submit receipts for payment following training, or, have administration charge expenses directly to town accounts.
- Administration will track the professional development fund for each Councillor to ensure funds are not exceeded. However, it is the responsibility of each Councillor to verify account balance with administration prior to registering for professional development training.
- There is no carry over of funds from term to term of Councillors and there is no cash value if not used.