



General Government – Council

Title: Councillor Professional Development	Policy Number: GG-006
Authority: Consent Agenda Resolution 2026-01-22 January 27, 2026	

1. Purpose

The purpose of this Policy is to support ongoing professional development for Council by providing flexibility to attend training, conferences, meetings, and learning opportunities that benefit both the Councillor and the R.M. This Policy is intended to strengthen governance, leadership capacity, and informed decision making.

2. Scope

This Policy applies to all members of Council, including the Reeve. It applies to professional development opportunities outside of Council’s participation at the Saskatchewan Association of Rural Municipalities (SARM) Annual Convention and Mid-term Convention, which are considered a core responsibility of serving as an R.M. Councillor and is addressed separately through the municipal budget.

3. Guiding Principles

Professional development expenditures under this Policy should:

- Provide a clear benefit to the R.M. and its governance capacity
- Support Council’s strategic, economic, governance, or leadership objectives
- Be reasonable, responsible, and defensible to the public
- Respect approved annual budget limits

4. Eligible Activities

Eligible activities may include, but are not limited to:

- Conferences, conventions, or forums related to municipal governance, leadership, or public administration in-person or online
- Economic development, infrastructure, planning, or regional collaboration forums
- Training or workshops offered by municipal, provincial, or national organizations
- Meetings or learning opportunities that enhance Council effectiveness or knowledge

Examples include (but are not limited to): municipal conferences, economic forums, governance workshops, and inter municipal or national municipal association events.

Note: Attendance to political party campaign or religious events is not an eligible activity funded by the R.M.

5. Annual Allowable Amounts

Each calendar year, the following professional development allowances apply:

- Councillors: up to \$1,000 per Councillor
- Reeve: up to \$1,500

These amounts are:

- Per individual, per year
- Not transferable between members of Council
- Not cumulative or carried forward to future years
- Additional allowances to be approved by Council

6. Pre Approval Requirements

Council members may use their individual professional development allowance without prior Council approval, provided:

- The activity falls within the intent and eligible activities outlined in this Policy
- Total annual expenditures do not exceed the individual allowance

Administrative coordination (registration, travel booking, or reimbursement processing) shall be completed through Administration in accordance with standard municipal procedures. All expenses will be highlighted as part of Council's indemnification.

7. Eligible Expenses

Allowable expenses may include:

- Registration or attendance fees
- Accommodation
- Transportation (mileage, airfare, or other reasonable travel costs)
- Meals and incidentals in accordance with the municipality's travel and expense guidelines

All expenses must be supported by receipts and submitted in accordance with municipal financial policies and practices.

Any non-eligible expenses are to be reimbursed to the R.M. If a Council member challenges the reimbursement, it will be voted on at the Council meeting.

8. Reporting and Accountability

Council members are encouraged to share key learnings or observations from professional development activities with Council where appropriate, particularly where the information may inform Policy, strategy, or governance practices.

Administration shall track expenditures under this Policy and report annually, or upon request, to ensure transparency and budget compliance.

9. Council Team-Building Dinner at SARM

In addition to individual professional development allowances, Council may participate in one Council team building dinner during the SARM Annual and Mid-Term Convention for relationship building and governance effectiveness.

The following conditions apply:

- The dinner is intended for Council members and invited Administration as appropriate
- Costs are limited to reasonable meal expenses
- Alcohol is not an eligible expense and shall not be reimbursed
- The dinner cost shall be included in the approved Council travel or governance budget, but outside the allocated amounts under Section 5 of this Policy

10. Budget

Council professional development expenditures under this Policy shall be accommodated within the annual operating budget approved by Council.

11. Review and Amendments

This Policy shall be reviewed periodically by Council to ensure it remains aligned with best practices, budget capacity, and Council priorities. Amendments require Council resolution.


Kerry Hilts, Chief Administrative Officer



Date

January 27 / 2026

