



Policy No.: G-17	Section: General	Page #1 of 2
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Title:	Reporting Criteria on Training Events.
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Legislation Reference:	Municipal Government Act (MGA)
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Purpose:

The purpose of this Policy is to establish structure and guidelines for Town of Smoky Lake Councillors, Managers, and Staff who attend events such as seminars, conventions, symposiums, workshops, etc., to submit a summarized written report for the next scheduled Regular Council Meeting following the event, in order to maximize the transparency, accountability, and educational value of attending events.

1.0 Statement:

1.1 This Policy guides the municipality's administrative practice to ensure accountability of town personnel and council in respect to the attendance at conferences, seminars, workshops or other functions of a similar nature, that are intended to improve or upgrade their job competences.

2.0 Objective:

2.1 The intent of this Policy is to ensure an accountable and transparent manner of what is expected of town personnel / council for their actions centered on training as a resource for educational purposes.

2.2 This Policy provides guidance for the delivery of a Reporting Criteria to Council Meetings of the value in attending events such as seminars, conferences, conventions, symposiums or workshops.

3.0 Guidelines:

3.1 Reporting Criteria will be used to communicate information and knowledge obtained on issues relevant to the internal governance of the departmental operations of the Town.

3.2 Reports should be structured in a way that reflects an introduction, contents, results and benefits of the event attended to provide council with an association of the event to the operations of the municipality.

4.0 Procedures:

4.1 All personnel / council are responsible for adhering to this policy and for ensuring accountability and transparency in preparing a report to council, as a means of communicating information compiled as a result of attending a training event.

4.2 To meet expectations, reports shall be generated in accordance with **Schedule "A": Report: Training Event** for documenting the findings from the attendance at the event.

4.3 Reports will help personnel / council construct a paper trail for their educational history. The data collection of the reports will measure progress and provide council and department managers with a measure for comparing periods of time, sessions, and history of growth.

	DATE	RESOLUTION NUMBER
Approved	June 7, 2022	435-2022
Amended		
Amended		

Original Signed

Original Signed

Amy Cherniwchan
Mayor

Adam Kozakiewicz
Chief Administrative Officer



Schedule "A"

Report: Training Event

EVENT	NAME: _____ DATE: _____ ORGANIZATION: _____ LOCATION: _____ <input type="checkbox"/> Seminar <input type="checkbox"/> Convention/Symposium <input type="checkbox"/> Conference <input type="checkbox"/> Workshop	
CONTENTS:		
WHAT I TOOK AWAY:		
BENEFITS TO THE TOWN:		
	Employee(s) in Attendance:	Date:
	Council Meeting Date:	