



CITY OF ST. ALBERT CITY COUNCIL POLICY

NUMBER	TITLE
C-CG-13	Council Training Workshops
ORIGINAL APPROVAL DATE	DATE LAST REVISED
July 9, 2018	January 21, 2019

Purpose

To prescribe the use and standards pertaining to Council Training Workshops.

Policy Statement

Periodically, Council Training Workshops may be held to provide Council training or education. Council shall not make a decision or direct Administration in the context of a Council Training Workshop.

Definitions

“Chief Administrative Officer” or “CAO” means the individual appointed by Council to the position of Chief Administrative Officer under section 205 of the *Municipal Government Act* and pursuant to the Chief Administrative Officer Bylaw.

“Council Training Workshop” means a workshop designed to train, educate, or issue alerts to Council on a specific topic, without any intent to procure direction or a decision from Council;

“Official Meeting of Council” means a regular council meeting, organizational council meeting, special council meeting or council committee meeting as defined in the *Council and Council Committee Meetings Regulation* of the *Municipal Government Act*.

Responsibilities

1. The CAO shall provide Council with advance notice of upcoming Council Training Workshops.
2. The CAO shall provide public notice of workshops.

- The CAO shall ensure, where appropriate, that material presented to Council is available to the public.

Service Standards/ Expectations

- Council Training Workshops will not be regularly scheduled, but rather will be scheduled on an *ad hoc*, as-needed basis.
- Council members will make every effort to attend and participate in a Council Training Workshop.
- No formal minutes of Council Training Workshops will be prepared.
- No business of Council shall be conducted, meaning no decisions of Council shall be made.
- Material presented at a Council Training Workshop shall not cover any topic that advances the business of the City or an existing Council motion.

Legal References

Municipal Government Act
Freedom of Information and Protection of Privacy Act
Council and Council Committee Meetings Regulation

Cross References

Chief Administrative Officer Bylaw
Procedure Bylaw

DATE REVIEWED	NEXT REVIEW DATE	REVISIONS
July 2018 – Legal and Legislative Services	2022 – Legal and Legislative Services	January 21, 2019 – AR-19-003