



CITY OF ST. ALBERT CITY COUNCIL POLICY

| NUMBER | TITLE |
|------------------------|-----------------------------------|
| C-CG-13 | Council Training Workshops |
| ORIGINAL APPROVAL DATE | DATE LAST REVISED |
| | |

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 may not make a decision or direct Administration in the context of a Council Training Workshop.

Definitions

“City Manager” means the Chief Administrative Officer of the City of St. Albert or designate;

“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 City Manager shall provide Council with advance notice of upcoming Council Training Workshops.

Service Standards/ Expectations

1. Council Training Workshops will not be regularly scheduled, but rather will be scheduled on an *ad hoc*, as-needed basis.

2. Council members will make every effort to attend and participate in a Council Training Workshop.
3. No formal minutes of Council Training Workshops will be prepared.
4. Discussions between Council members may take place at a Council Training Workshop; however in this forum, no business of Council shall be conducted, i.e., no decisions of Council shall be made. Nor shall Council members hold a “straw” vote on any matter. Any decisions of Council stemming from a Council Training Workshop must be made at an Official Meeting of Council.

Legal References

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

Cross References

City Manager Bylaw
Procedure Bylaw

| REVIEW | REVISION |
|--------------------------|------------------------------|
| Date – Department | Date – Resolution No. |
| REVIEW DATES | |