

<b>Council Conference and Professional Development</b>	
<b>Policy Number:</b> 110-004	<b>Supersedes Policy Number:</b> Not Applicable
<b>Effective Date:</b> 2010-11-15 2012-10-15 Amended 2016-12-19 Amended	<b>Approval By Council (Motion Number):</b> 11-07-10 08-10-12 10-12-16

## 1.0 Purpose

To provide a procedure for the opportunity for effective professional development for the Mayor and Councillors, to ensure proper representation at National/Provincial conferences and Boards/committees and to allow a fair and equitable schedule for participation at these conferences and Boards/committees by the Mayor, and Councillors.

## 2.0 Scope

This Policy is applicable to all Town of Wolfville Staff and Town Council members who attend conferences as representatives of the Town of Wolfville.

## 3.0 References

- 3.1 [Nova Scotia Municipal Government Act](#)

## 4.0 Definitions

- 4.1 **FCM** means the Federation of Canadian Municipalities.
- 4.2 **UNSM** means the Union of Nova Scotia Municipalities.
- 4.3 **SCC** means Sustainable Communities Conference.
- 4.4 **Council** means the Council of the Town of Wolfville.
- 4.5 **CAO** means the Chief Administrative Officer of the Town of Wolfville.

## 5.0 Policy

### 5.1 General Procedure

- a. Staff will prepare a list of known Conferences and Professional Development opportunities for Council, including locations, based on the four-year term of Council.
- b. Members of Council will complete a Council Conference & Professional Development Planning Form prior to January 15th of their first Council term. The Form is based on a four-year period.
- c. Members of Council will review their Council Conference & Professional Development Planning Form annually prior to December 15<sup>th</sup> and submit any requested changes at that time.

- d. Staff will use the Forms to develop an annual training plan for Council and inform Council's professional development budget.

## **5.2 Priority**

- a. Budget and schedule priority is to be given to attendance at UNSM
- b. To ensure adequate representation and appropriate opportunities for the Mayor and Council to attend, the maximum numbers will apply:
  - i) Fall UNSM – Mayor and 6 Councillors will attend
  - ii) Spring UNSM – Mayor and 3 Councillors will attend
- c. Each member of Council will be provided the opportunity to attend at least one conference outside of UNSM during their four-year term as long as the content of the conference supports the strategic direction of Council and must be approved by Council.
- d. The Mayor may attend one conference per year.
- e. Where budget allows the Town will support members of Councils interested in participating in the UNSM/AMA Municipal Leadership Education Modules.

## **5.3 Selection of Attendees**

- a. To ensure the fair allocation of the conference and professional development opportunities, a four-year schedule will be set at the beginning of the term and reviewed/updated annually during the budget process and an appropriate budget allocation will be made on an annual basis.
- b. Members of Council will be expected to attend the conferences allocated to them. Councillors wishing to attend other conferences or workshops, outside of the approved training plan, will submit a request using Council Conference & Development Request Form to the CAO who, together with the Mayor, will determine the appropriateness of the request and recommend approval, or not, to Council for their final decision.
- c. All members of Council will be permitted to attend the FCM Annual Conference when it is in Nova Scotia.
- d. All members of Council will be permitted to attend the UNSM Spring Conference when it is in the Valley Region.
- e. Any approval for conference attendance and professional development will always be subject to the budgetary funds available.

## **5.4 Registration and Reporting for Conferences**

- a. Intending delegates are expected to complete the registration forms and submit, with a copy to the CAO, in reasonable time to meet the conference early registration deadline.

- b. Delegates who miss the early registration deadline are responsible for the additional cost of registration.
- c. For Mayor, Deputy Mayor and Councillors attending a conference on behalf of the Town of Wolfville, a brief written report, describing the purpose of the trip and results achieved must be submitted to Council for information.

**5.5 Board and Committee Membership**

- a. Council acknowledges the importance of representation by the Town of Wolfville at the board or Committee level for UNSM or other organization identified by Council.
- b. Where appropriate, Council will endorse the candidacy of one (1) Council Member to represent the Town of Wolfville on boards and committees described in 5.4.a through Council resolution.
- c. Where there is more than one (1) interested candidate from Council for a given position, Council will call for expressions of interest and the candidacy will be put to a vote by secret ballot.
- d. If the candidacy is successful for a board or committee, the Town of Wolfville will provide reimbursement of expenses to attend the board or committee meetings as appropriate.
- e. Such endorsement and support for candidacy will be subject to annual review by Council.
- f. Any support for candidacy will always be subject to the budgetary funds available.

**5.6 Council Approvals**

- a. In circumstances where time does not allow for Council Approval at the Council table, Council polling will be via electronic format. This will supersede Policy 110-008, - Telephone Polls.



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CAO

2016-12-20

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Date