



## POLICY

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<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 2022-09-27 Amended	<b>Approval By Council (Motion Number):</b> 11-07-10 08-10-12 10-12-16 25-09-22

### 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

- [Nova Scotia Municipal Government Act](#)

### 4.0 Definitions

- 4.1 **FCM** means the Federation of Canadian Municipalities.
- 4.2 **NSFM** means the Nova Scotia Federation of Municipalities (*previously named UNSM - Union of Nova Scotia Municipalities*)
- 4.3 **SCC** means Sustainable Communities Conference.
- 4.4 **AMA** means Association of Municipal Administrators.
- 4.5 **Council** means the Council of the Town of Wolfville.
- 4.6 **CAO** means the Chief Administrative Officer of the Town of Wolfville.



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### 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 15<sup>th</sup> of their first Council term. The Form is based on a four-year period. (*See Appendix A*).
- 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 NSFM.
- b. To ensure adequate representation and appropriate opportunities for the Mayor and Council to attend, the maximum numbers will apply:
  - i) Fall NSFM – Mayor and 6 Councillors will attend
  - ii) Spring NSFM – Mayor and 3 Councillors will attend
- c. Each member of Council will be provided the opportunity to attend at least one conference outside of NSFM 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 NSFM/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



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training plan, will submit a request using Council Conference & Development Request Form (*see Appendix B*) 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 NSFM 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 using the Conference Update Form (*see Appendix C*).

### **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 NSFM 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.



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- 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

2022-09-27

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Date



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## Appendix A

### Council Conference & Professional Development Planning Form



Name: \_\_\_\_\_

This form should be submitted to the CAO by December 15.

Please use this form to identify your professional development and training priorities for the next four-years. This form will be reviewed, and updated if necessary, on an annual basis.

#### Top Four Priorities

Identify the top four conferences and/or professional development opportunities you would like to attend in your four-year term. You may list more than one priority in the same year, however, you are less likely to be approved for two in the same year as part of the Conference & Professional Development Plan. List the top priority as number 1 and so on.

Name of Conference	Location	Year
1.		
2.		
3.		
4.		

#### Other Conferences, Workshops, Training and Courses

There may be other opportunities you wish to participate in that do not fall in the top four or occur in the same year as your top four. Please identify any additional opportunities below to allow Council and Staff to get a feel for potential one-off requests and indicate the level of importance that opportunity has for you – high or low.

Name of Conference	Location	Year	Importance

If your conference/professional development opportunity is not indicated on the selection provided by staff, please include a website address or information on how to find out more about the opportunity.



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## Appendix B

### Council Conference & Professional Development Request Form



Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Name of Professional Development or Training Program

\_\_\_\_\_

Location: \_\_\_\_\_ Date(s) of Program: \_\_\_\_\_

Description of Program:  Program Outline Attached

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Explain how this particular program supports the strategic direction of Council:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is this program in addition to your approved training plan or in place of an approved program?

Addition  In Place of \_\_\_\_\_

Date Reviewed by Chief Administrative Officer _____		
<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	<input type="checkbox"/> To be considered next fiscal year
Comments:		
_____		
_____		
_____		
CAO Signature _____	Date _____	



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## Appendix C

### CONFERENCE UPDATE

Title:            xxxx  
Date:            Month dd, YYYY  
Department:    Office of the CAO



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### 1) UPDATE

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