



## POLICY

<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 2016-12-19 2022-09-27 2024-02-27 <b>2024-09-24</b>	<b>Approval By Council (Motion Number):</b> 11-07-10 08-10-12 10-12-16 25-09-22 41-02-24 <b>16-09-24</b>

### 1.0 Purpose

To provide a procedure allowing for the opportunity for the mayor and council to engage in effective professional development, ensuring proper representation at national/provincial conferences and boards/committees, and to allow a fair and equitable opportunity for participation at conferences and boards/committees by all members of council.

### 2.0 Scope

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

### 3.0 References

- NS Municipal Government Act 1998

### 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 **AMANS** means Association of Municipal Administrators of Nova Scotia
- 4.5 **Mayor** means the Mayor of the Town of Wolfville
- 4.6 **Members of Council** means all council members including the mayor of the Town of Wolfville
- 4.7 **CAO** means the Chief Administrative Officer of the Town of Wolfville



## POLICY

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### 5.0 Policy

#### 5.1 General Procedure

- 5.1.1 Staff will prepare a list of known conferences and professional development opportunities for members of council, including locations, based on the four-year term of council for consideration.
- 5.1.2 Each member of council will have an allocated allowance for the purpose of attending conferences and professional development opportunities. This amount will be identified during the budget process.
- 5.1.3 Members of council will identify the conferences and professional development opportunities they wish to attend. These opportunities must have a direct benefit to the work of council.
- 5.1.4 Members of council who attend a conference are expected to share their learned knowledge with the other members of council and complete a report as to the relevance of the course for future participation.
- 5.1.5 The Fall NSFAM is a separate budgeted amount and will not be funded from the allocated allowance.

#### 5.2 Priority

- 5.2.1 Budget and schedule priority is given to attendance at NSFAM.
- 5.2.2 To ensure adequate representation and appropriate opportunities for the mayor and council to attend, the maximum numbers will apply:
  - Fall NSFAM – mayor and 6 councillors may attend.
  - Spring NSFAM – Up to 2 members of council may attend.
  - FCM - mayor and 6 councillors may attend when in Halifax.
- 5.2.3 Any approval for conference attendance and professional development will always be subject to the budgetary funds available.

#### 5.3 Registration and Reporting for Conferences

- 5.3.1 Attending 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.
- 5.3.2 Delegates who miss the early registration deadline are responsible for the additional cost of registration.
- 5.3.3 All members of council attending a conference on behalf of the Town shall provide a brief written report, describing the purpose of the trip and



## POLICY

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submit to council for information using the Conference Update Form (*see Form Conference Update Form - Appendix A*).

### 5.4 Board and Committee Membership

- 5.4.1 Council acknowledges the importance of representation by the Town at the board or committee level for NSFM or other organizations identified by council.
- 5.4.2 Where appropriate, council will endorse the candidacy of one (1) member of council to represent the Town on boards and committees described in 5.4.1. through council resolution.
- 5.4.3 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.
- 5.4.4 If the candidacy is successful for a board or committee, the Town will provide reimbursement of expenses to attend the board or committee meetings as appropriate.
- 5.4.5 Such endorsement and support for candidacy will be subject to annual review by council.
- 5.4.6 Any support for candidacy will always be subject to the budgetary funds available.

### 5.5 Council Approvals

- 5.5.1 In circumstances where time does not allow for council approval for board or conference candidacy at a regularly scheduled council meeting, council polling may be conducted at a virtual meeting of council in accordance with the Town's Virtual Meeting Policy #110-014.

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Town Clerk

September 24, 2024

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Date





## POLICY

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### **Implementation at the Town**

*(What takeaways if any, would be beneficial to the Town and any thoughts on how they could be implemented)*

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### **Next Steps**

*(What do you want to see happen next, staff instruction/further training/)*

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### **Final Thoughts**

*(Was it worth attending, and would you recommend it to the other Council members in this term or the next)*

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Submitted by:

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