



Town of Digby
Administrative Policy # 2017-10
Conference & Professional Development Policy

1.0 Purpose:

- 1.1 To provide a procedure for the opportunity for effective professional development for the Mayor, Councillors, and CAO 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:

- 2.1 This Policy is applicable to the Mayor, Councillors, and CAO, who attend conferences as representatives of the Town of Digby.

3.0 Definitions:

- 3.1 **FCM** means the Federation of Canadian Municipalities.
- 3.2 **UNSM** means the Union of Nova Scotia Municipalities.
- 3.3 **AMA** means the Association of Municipal Administrators of Nova Scotia
- 3.4 **CAMA** means the Canadian Association of Municipal Administrators
- 3.5 **Council** means the Council of the Town of Digby.
- 3.6 **CAO** means the Chief Administrative Officer of the Town of Digby.

4.0 Policy:

- 4.1 All Council Members and the CAO may be permitted to attend the annual UNSM Annual Conference & Spring Workshop.

- 4.2 The Mayor (or Designate), CAO and two (2) councillors may be permitted to attend the annual FCM Conference.
- 4.3 All Council Members and the CAO may be permitted to attend Town Caucus and UNSM Regional Meetings.
- 4.4 All Council Members and the CAO may be permitted to attend the annual FCM Conference when it is held in Nova Scotia.
- 4.5 The Mayor (or Deputy Mayor) and the CAO may be permitted to attend the Annual CEO/CAO Forum sponsored by the UNSM and AMA.
- 4.6 The CAO may attend annual conferences and/or workshops of the AMA and or CAMA
- 4.7 Where budget allows the town will support members of Councils interested in participating in the UNSM/AMA Municipal Leadership Modules or Workshops.

5.0 Selection of Attendees:

- 5.1 To ensure the fair allocation of the conference and professional development opportunities, Councillors wishing to attend the FCM Conference or other conferences and workshops, will submit a request 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.
- 5.2 Any approval for conference attendance and professional development will always be subject to the budgetary funds available.

6.0 Registration and Reporting for Conferences:

- 6.1 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.
- 6.2 Delegates who miss the early registration deadline are responsible for the additional cost of registration.
- 6.3 For Mayor, Deputy Mayor and Councillors attending a conference on behalf of the Town of Digby, a brief written report, describing the purpose of the trip and results achieved must be submitted to Council for information.

7.0 Board and Committee Membership

- 7.1 Council acknowledges the importance of representation by the Town of Digby at the Board or Committee level for UNSM or other organization identified by Council.

- 7.2 Where appropriate, Council will endorse the candidacy of one (1) Council Member to represent the Town of Digby on boards and committees described in 7.1 through Council resolution.
- 7.3 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.
- 7.4 If the candidacy is successful for a board or committee, the Town of Digby will provide reimbursement of expenses to attend the board or committee meetings as appropriate.
- 7.5 Such endorsement and support for candidacy will be subject to annual review by Council.
- 7.6 Any support for candidacy will always be subject to the budgetary funds available.

8.0 Expenses:

- 8.1 Attendance at annual conferences/workshops under this policy related to any Council member and the CAO's professional organizations or field of work should be included in the annual operating budget. If the attendance is approved, the Town will pay the registration cost, transportation, lodging, meals, etc. as per the Town's Travel Expense Policy.

9.0 Repeal:

- 9.1 This policy supersedes and repeals Administrative Policy # 2003-02 Staff/Council Members Participation Policy.

<u>Clerk's Annotation for Official Policy Book</u>	
Date of Notice:	<u>May 15, 2017</u>
Date of adoption:	<u>June 5, 2017</u>
Policy effective date:	<u>June 5, 2017</u>
I certify that this Conference & Professional Development Policy was adopted by Council as indicated above.	
 <hr style="width: 100%;"/> Clerk	<u>June 5, 2017</u> Date