



POLICY

Council Conference and Professional Development	
Policy Number: 110-004	Supersedes Policy Number: Not Applicable
Effective Date: 2010-11-15 2012-10-15 2016-12-19 2022-09-27 2024-02-27	Approval By Council (Motion Number): 11-07-10 08-10-12 10-12-16 25-09-22 41-02-24

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. Each member of Council will have a term stipend for the purpose of attending conferences and professional development opportunities. This amount will be identified during the budget process.
- c. Members of Council will identify the conferences and professional development opportunities they wish to attend.
- d. Members are expected to share their learned knowledge with the other Council members and complete a report as to the relevance of the course for future members.
- e. NSFAM is a separate budgeted amount and will not be funded from the term stipend.

5.2 Priority

- a. Budget and schedule priority is to be given to attendance at NSFAM.
- b. To ensure adequate representation and appropriate opportunities for the Mayor and Council to attend, the maximum numbers will apply:
 - i) Fall NSFAM – Mayor and 6 Councillors will attend.
 - ii) Spring NSFAM – Up to 2 members of Council will attend.
 - iii) FCM - Mayor and 6 Councillors will attend when in Halifax.
- c. Any approval for conference attendance and professional development will always be subject to the budgetary funds available.

5.3 Registration and Reporting for Conferences

- a. 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.
- 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 Revised Form Appendix A*).



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5.4 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.
- 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.

5.5 Council Approvals

- a. In circumstances where time does not allow for Council approval at a regularly scheduled Council meeting, Council polling may be conducted at a virtual meeting of Council in accordance with the Virtual Meeting Policy 110-014.

CAO or Town Clerk

February 27, 2024

Date



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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)

Next Steps

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

Final Thoughts

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

Submitted by:
