
DEPARTMENT: COUNCIL

TITLE: COUNCIL CONFERENCE ATTENDANCE AND PROFESSIONAL DEVELOPMENT

Minutes reference date: 24 April 2017

PURPOSE:

To set out policy and guidelines for effective professional development for the Mayor and members of Council to ensure proper representation at national and provincial conferences and to allow a fair and equitable schedule for participation at these conferences by the members of Council, including the Mayor.

POLICY STATEMENT:

1. Staff will prepare a list of known conferences and professional development opportunities for Council, including locations, in December for the following year. Typically, this would include Federation of Canadian Municipalities (FCM) annual conference, Union of Nova Scotia Municipalities (UNSM) spring workshop, UNSM fall conference, Nova Scotia Planning Directors Association (NSPDA) conference, the Canadian Association of Police Governance (CAPG) conference, and the joint conference of the Nova Scotia Chiefs of Police Association (NSCPA) and Nova Scotia Association of Police Governance (NSAPG).
2. Members of Council will submit requests to attend conferences by January 15th of each year. Staff will use the submissions to develop a draft annual conference / training plan for Council and advise Council of the existing professional development budget allotment.
3. To ensure adequate representation and appropriate opportunities for Mayor and members of Council to attend, the following maximum numbers will apply:
 - a. UNSM spring workshop –three members of Council;
 - b. UNSM fall conference – all members of Council;
 - c. FCM annual conference – three members of Council
 - d. NSPDA conference – two of the three members of Council on the Planning Advisory Committee
 - e. CAPG national conference – one member of the Amherst Board of Police Commissioners, not necessarily a Council member
 - f. NSCPA/NSAPG fall conference – all three members of Council on the Amherst Board of Police Commissioners
4. In cases where more members of Council wish to attend an event than is permitted as per paragraph 3 above, Council shall determine which members will be authorized to attend.

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5. All members of Council will be permitted to attend the UNSM Spring Workshop when it is in the Cumberland Region.
6. All members of Council will be permitted to attend the FCM Annual Conference when it is held in the Maritime Provinces.
7. Each member of Council will be provided the opportunity to attend at least one FCM conference or conference other than those listed in paragraph 3 during their four-year term as long as the content of the conference supports the strategic direction of Council, and attendance has been approved by Council.
8. The Mayor may attend one conference other than those listed in paragraph 3 per year.
9. Members of Council wishing to attend other conferences or workshops, including but not limited to those permitted in paragraph 3, will submit the request to the CAO who, together with the Mayor, will determine the appropriateness of the request and recommend approval, or not, to Council who shall make the final decision.
10. Where budget allows, the Town will support members of Council interested in participating in the UNSM / AMA Leadership Education Modules.
11. For all members of Council attending a conference or workshop on behalf of the Town of Amherst, a brief written report describing the purpose and results achieved must be submitted to Council for information within 60 days of the date of the conference or workshop.