

TOWN OF KENTVILLE POLICY STATEMENT G82

COUNCIL CONFERENCE ATTENDANCE AND PROFESSIONAL DEVELOPMENT



1.0 PURPOSE

- 1.1 To provide a procedure which allows the Town of Kentville to be represented by elected officials at provincial and national conferences
- 1.2 To give fair and equitable opportunity for Council participation at conferences by all members of Council.
- 1.3 To provide elected officials with opportunities to learn and use effective and modern practices for the conduct of municipal business in the best interest of the Town of Kentville.

2.0 DEFINITIONS

- 2.1 CAPG means the Canadian Association of Police Governance
- 2.2 FCM means the Federation of Canadian Municipalities
- 2.3 NSAPG means the Nova Scotia Association of Police Governance
- 2.4 NSFM means the Nova Scotia Federation of Municipalities (previously named UNSM - Union of Nova Scotia Municipalities)
- 2.5 SCC means the Sustainable Communities Conference
- 2.6 CAO means the Chief Administrative Officer of the Town of Kentville
- 2.7 Mayor means the Mayor of the Town of Kentville
- 2.8 Members of Council means all council members including the mayor of the Town of Kentville
- 2.9 Professional Development – Seminars, courses, meetings, and any other training opportunity related to understanding or improving municipal business.
- 2.10 Representative – Elected officials, Town employees, Committee members and CAO.

3.0 SCOPE

- 3.1 This Policy is applicable to members of council who wish to attend conferences as representatives of the Town of Kentville.

4.0 PROCEDURES

- 4.1 Annually, staff shall prepare a list of known conferences, including locations, for consideration by Council. The list of conferences shall be shared with the CAO and Mayor, and then with Council.
- 4.2 Members of Council shall submit requests to attend conferences annually by December 31 (or as appropriate). Lists shall be submitted to

the Mayor and CAO for review. These opportunities must have a benefit to the work of council.

- 4.3 Council will review the list of conference preferences and will determine attendance. Staff will use this list to determine budgets for Council Travel Expenses.
- 4.4 Elected officials shall not exceed their budgeted amount unless authorized by Council. Council may change the maximum allotted budget amounts by resolution, through the budget process or by amendment of this Policy.
- 4.5 Members of Council wishing to attend any other conferences or professional development event shall submit their request to the Mayor and CAO, who will review the request and make a recommendation to Council.
- 4.6 Any approval for conference attendance and professional development shall be subject to the budgetary funds available.
- 4.7 After attending a conference, at the next scheduled meeting of Council, members of council shall include in their Council report of any learned knowledge and opportunities from the event (see Policy Statement G69 Council Reports section 5.3 for the Trip Report template).
- 4.8 If an organization invites an elected official to a conference or professional development event, the travel expenses will be paid from the elected official's budget, subject to availability of funds. If an organization invites a specific elected official to speak or present at a conference, the inviting organization will be expected to pay for the travel expenses of that elected official.
- 4.9 The Fall NSFM conference shall be a separate budgeted amount for all Council to attend annually.

5.0 FCM ANNUAL CONFERENCE

- 5.1 The CAO and Mayor will have a budget allocation to attend the annual conference of FCM.
- 5.2 All Councillors will be given the opportunity to attend an FCM conference during the duration of their current term of office in council (4 years).
- 5.3 A maximum of 2 elected officials will be eligible to attend FCM each year.
- 5.4 When the FCM conference takes place in New Brunswick, Prince Edward Island, Nova Scotia or Newfoundland and Labrador, conference participation shall be open to all Council members using a budget amount that is separate from the allocated amount for other conferences and professional development.

6.0 ASSOCIATED DOCUMENTS

7.0 POLICY REVISION HISTORY

Date Created: March 31, 2025
Revisions: None



Interim Chief Administrative Officer, Kevin Matheson

