

---

**TITLE:** Council Conference Attendance and Professional Development  
**SECTION:** Executive Office  
**POLICY NO:** 10350-26

---

**APPROVAL DATE:** October 27, 2025

**CAO Signature:** 

**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. In addition, the policy will also provide for appropriate professional development for the Mayor and members of Council.

**POLICY STATEMENT:**

1. Staff will prepare a list of known conferences and professional development opportunities for Council, including locations, as information becomes available. Typically, this would include Federation of Canadian Municipalities (FCM) annual conference, Nova Scotia Federation of Municipalities (NSFM) spring conference, NSFM fall conference, the Atlantic Mayors' Congress, 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 conference attendance requests to the Clerk. Staff will compare these requests to the approved attendance in Section 3 of this policy and advise Council accordingly.
3. To ensure adequate representation and appropriate opportunities for Mayor and members of Council to attend, the following maximum numbers will apply and will be included in the annual operating budget:
  - a. NSFM spring conference –three members of Council;
  - b. NSFM fall conference – all members of Council;
  - c. FCM annual conference – three members of Council
  - d. Atlantic Mayors' Congress – Mayor or Deputy Mayor
  - 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.

---

**TITLE: Council Conference Attendance and Professional Development**  
**SECTION: Executive Office**  
**POLICY NO: 10350-26**

---

5. All members of Council will be permitted to attend the NSFM spring conference 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, educational courses or other learning opportunities, not included in paragraph 3 of this policy, will submit the request to Council for approval, provided there are budgeted monies for same, and the content is considered relevant to municipal government.
10. Members of Council wishing to attend functions or meetings may request to do so to the Mayor, who may approve the request provided reimbursable expenses are less than \$500 and the function or meeting is relevant to the municipality. Council pre-approval is required for amounts over \$500.
11. Where budget allows, the Town will support members of Council interested in participating in the NSFM / AMA Leadership Education Modules. Information on these modules will be provided to Council by the Clerk as it becomes available.
12. 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.

**TITLE:** Council Conference Attendance and Professional Development  
**SECTION:** Executive Office  
**POLICY NO:** 10350-26

## ROLES AND RESPONSIBILITIES

| Title/Role      | Responsibilities  |
|-----------------|---|
| Clerk           | Ensure Mayor and Council are adhering to the requirements of the policy.                      |
| Mayor / Council | Approve requests for additional learning opportunities as per Section 9 and 10 of the policy. |

For Administrative Use Only:

## VERSION LOG

| Amendment Description   | Policy Owner   | Approved By | Approval Date    |
|---|----------------|-------------|------------------|
| <ol style="list-style-type: none"> <li>Housekeeping amendments to reflect current names of current Boards.</li> <li>Add Section 11 to include additional learning opportunities.</li> </ol> | Clerk, LeBlanc | Council     | May 23, 2023     |
| Add language to sections 9 and 10 to clarify other educational / learning opportunities, and the requirement for Mayor/Council to approve attendance when costs are above \$500.            | Clerk, LeBlanc | Council     | October 27, 2025 |

Minutes reference date:      24 April 2017      23 May 2023      27 October 2025