

**#83. TOWN OF LUNENBURG POLICY:  
COUNCIL PROFESSIONAL DEVELOPMENT AND CONFERENCE ATTENDANCE**

**1.0 PURPOSE**

To provide a fair and equitable opportunity for relevant professional development for the Mayor and Councillors and attendance at municipal conferences.

**2.0 SCOPE**

This Policy is applicable to all Town of Lunenburg ("Town") Council members who attend professional development training courses and meetings, plus conferences as representatives of the Town of Lunenburg for which a registration fee and/or expenses apply.

**3.0 PROCEDURE**

3.1 Council will endeavor to include in the annual Town budget sufficient conference monies for 50% of Council members to attend a Spring and/or Fall Union of Nova Scotia Municipalities ("UNSM") conference on a rotational basis of interested Council members as determined by motion of Council prior to the conference. Council approval is not required for the Mayor's (or Deputy Mayor's if the Mayor is unable to attend) attendance at both the Spring and Fall UNSM conferences if there are budget monies.

3.2 Council will also seek to include in the annual Town budget sufficient conference monies for the Mayor (or Deputy Mayor if the Mayor is unable to attend) to attend one Federation of Canadian ("FCM") Municipalities conference each year which will not need to be further approved by Council if funded. If the Mayor and Deputy Mayor as an alternate are unable to attend an FCM conference in a year, and there are budget monies for same, Council may approve by motion a Councillor to attend the FCM conference instead of the Mayor. This will also be determined on a rotational basis of interested Council members prior to the conference. Council may also give special consideration if there are sufficient budget monies available for additional Council members to attend the annual FCM conference if it is being held in the Maritime Provinces and travel expenses can be minimized.

3.3 Council may give consideration to the Mayor's and/or Councillor(s) attendance at additional conferences if there are budgeted monies for same, the content is considered relevant to municipal government by Council, and is approved in advance by motion of Council on a rotational basis of interested Council members with the Mayor being given first priority to attend.

3.4 Council may also give consideration to Councillor(s) attendance at professional development training courses and meetings at which a registration fee and/or other expenses may be incurred if there are budgeted monies for same, the content is considered relevant to municipal government by Council, and is approved in advance by motion of Council on a rotational basis of interested Council members.

3.5 The Mayor shall be permitted to attend and expense for professional development training and meetings without Council approval if there are adequate budgeted monies for same and the Mayor considers the content relevant to municipal government.

3.6 The Corporate Services Department will make arrangements for all authorized professional development and conference attendance, including registration, applicable air travel and accommodation reservations, etc. by the Mayor and Council in conformance with Town Policies, procedures and budgets.

3.7 Any expenses, registration fees, etc. incurred by the Mayor and/or Councillor(s) to attend an approved professional development event or conference will only be paid by the Town in conformance with Town Policies, procedures and budgets.

3.8 All approved professional development and conference expenses incurred by the Mayor and Council members will be posted to the Town website for public accountability and transparency purposes.

3.9 The Mayor and/or Council members approved pursuant to this Policy to attend a professional development event or conference shall provide Council at their next regularly scheduled meeting with a brief written report about it and recommendation regarding future attendance by others.