

Town of Truro – Policy & Procedure Manual

Subject: Training and Professional Development Policy
Policy Number: P100-030
Approval Date: March 5, 2018
Departments: All Departments

POLICY STATEMENT

It is the policy of the municipality to promote a climate within the organization, which recognizes the importance of training and professional development for municipal employees, elected officials and committee members.

OBJECTIVE

The objective of this policy is to ensure the continued growth in skills and abilities of municipal employees, elected officials and committee members so as to ensure that all are capable of initiating and utilizing the most appropriate modern practices and techniques in the conduct of municipal business.

DEFINITIONS

Professional Development – Conferences, seminars, courses, meetings, and any other training and professional development opportunities related to municipal business.

Representative – Elected officials, Town employees, Committee members and CAO.

Any representative who engages in a professional development opportunity shall, upon request, make available a summary report for Council's consideration or make a presentation to Council. If a requested report or presentation does not occur, representatives may be not permitted to attend any further professional development opportunities.

ELECTED OFFICIALS

Any elected official who is a representative on any outside Board or Agency, and will be absent from a meeting of the outside Board or Agency, will be required to arrange for a member of Council to replace the absent member so that Truro Council will be fully represented at all meetings. If a member of Council is required to represent the Town at a meeting or other one day event, the member will be entitled to reimbursement for expenses.

Each elected official is eligible to receive a separate budget through the annual budget process for professional development. The budget is to a maximum of:

Mayor	\$10,000
Deputy Mayor	\$7,000
Councillor	\$6,000

No elected official shall exceed his or her budgeted amount unless authorized by Council as a whole. Council as a whole may change the maximum allotted budget amounts through the budget process and amendment of this Policy.

These specified budget amounts exclude the annual conference for both the Federation of Canadian Municipalities (FCM) and the Union of Nova Scotia Municipalities (UNSM).

If an organization invites an elected official to a 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 professional development event, the inviting organization will be expected to pay for the travel expenses of that elected official.

Elected Officials – Federation of Canadian Municipalities (FCM) – Annual Spring Conference

The Mayor and the Chief Administrative Officer (CAO) will be permitted to attend the annual FCM Spring Conference on an annual basis. In addition the Mayor and CAO, three (3) additional elected officials will be permitted to attend the annual FCM Conference. Those elected officials not attending the FCM Conference will be permitted to attend in the following year. This would result in each elected official attending two (2) conferences during their four (4) year term.

If an elected official is chosen to attend the FCM Conference and is unable to participate, another elected official will be permitted to fill the vacancy with Council approval.

All elected officials will be permitted to attend an FCM Conference located within Atlantic Canada.

All attendance will be subject to the availability of funding in the current budget.

Elected Officials – Union of Nova Scotia Municipalities (UNSM) – Annual Conferences

All members of Council will be permitted to attend the annual Union of Nova Scotia Municipalities (UNSM) conferences, subject to budget availability.

Elected Officials – Other

Whenever possible, members of Council will provide two weeks' notice to the Executive Assistant of any professional development event that an elected official wishes to attend.

Committee Members

Committees are encouraged to promote members' attendance at conferences and workshops, subject to available budgets. If a conference is within Nova Scotia, all Committee members may be eligible to attend. If a conference is outside of Nova Scotia, only two citizen Committee members may attend. Committee members shall not, without approval from Council, attend the same conference or workshop in consecutive years.

Town Employees

Each Department Head has the authority to authorize Town employees within their respective departments to attend professional development events, provided the Department remains within their budget allotment.

The CAO will authorize professional development for Departments Heads and ensure that the expenses will be within the budget allotment for the respective department.

CAO

The CAO may attend Professional Development within the approved budget allocated by Council and will report Professional Development as required or when requested.