



**FCM ATTENDANCE**

**POLICY PURPOSE**

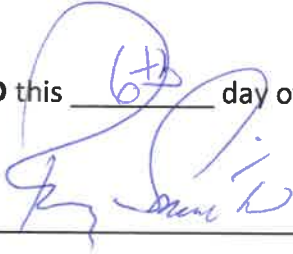
- 20.1 It shall be the policy of the Municipality of the District of Shelburne to have a clear and concise policy which outlines who is eligible to attend Federation of Canadian Municipality (FCM) conferences and events on behalf of the Municipality.

**POLICY DETAILS**

- 20.2 Council shall allocate certain funds in the annual operating budget to allow for the professional development of members of Council, which may include attendance at FCM conferences and events.
- 20.3 When an FCM conference or event is held outside of the Atlantic Provinces, the Warden or another designate authorized by Council in the Warden's place, may attend, subject to budget limitations annually.
- 20.4 When an FCM conference or event is held within Atlantic Canada, the Warden (or designate) and one other member of Council may attend with the approval of Council, subject to budget limitations annually. No council member may attend more than one FCM conference or event every four years, except the Warden.
- 20.5 When an FCM conference or event is held within Nova Scotia, the Warden (or designate) and two other members of Council may attend with the approval of Council, subject to budget limitations. Where a council member chooses to forego both the Spring and Fall UNSM Conference in this year, they will be eligible to attend the FCM conference or event in lieu, subject to budget limitations.
- 20.6 Each Council member authorized to attend an FCM conference or event shall be eligible for reimbursement for registration, travel, accommodations, meals and parking, subject to confirmation of attendance and submission of original receipts according to Policy 2 – Council and Non-Union Staff Travel. Members are encouraged to carpool and seek the most appropriate accommodations and method of travel to limit costs.
- 20.7 Expenses incurred for other guests travelling with members of council are not eligible for reimbursement.
- 20.8 In any year where there is more interest in attending than the budget allows excluding the Warden (or designate), a draw will be conducted to determine who is afforded the opportunity to attend. This draw shall be conducted by the Warden and only those eligible according to the terms and conditions of this policy shall be considered.

**THIS IS TO CERTIFY** that the Council of the Municipality of the District of Shelburne duly passed the policy respecting FCM Attendance on the 23<sup>rd</sup> day of October, 2017.

SIGNED this 6<sup>th</sup> day of NOVEMBER, 2017



WARDEN



CHIEF ADMINISTRATIVE OFFICER

Approved by Council: October 23, 2017

Effective Date: October 23, 2017