MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL	AM – 1.2.8
Section Procedure and Organization of Council	Subject Education & Training Expenses of Council Members Policy

1. APPLICATION

This policy applies to all council members of the Municipality of the County of Annapolis.

2. AUTHORITY

Sections 65A, 65B, 65C and 65D, Municipal Government Act, as amended

3. PURPOSE

The County of Annapolis wishes to promote an environment which recognizes the importance of training and professional development for all employees. This development should include both formal and informal learning opportunities.

4. **DEFINITIONS**

In this Policy words and phrases have the same meaning as in the *Municipal Government Act* or as provided below:

- (1) Council means the Council for the Municipality of the County of Annapolis;
- (2) Councillor means any member of the Municipal Council for the Municipality of the County of Annapolis;
- (3) Municipality means the Municipality of the County of Annapolis;
- (4) Training includes courses, seminars, workshops and conferences.

5. OBJECTIVES

(1) The objectives of this policy are to provide educational and training opportunities to enhance understanding and decision making in key areas of council responsibility.

6. PROCEDURES

(1) Each councillor shall be eligible for reimbursement of tuition, course fees, conference fees, registration fees, and the costs for printed course materials including textbooks, up to an amount equal to their pro-rated share of the money allocated in the current fiscal year's budget allocation for councillor registration and course fees.

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- (2) Reimbursement for tuition, course fees, conference fees and registration fees is based on the following criteria:
 - the course, conference or event must be municipally-related;
 - successful completion of a course is required before reimbursement is provided in accordance with this policy;
- (3) No councillor shall exceed their budgeted amount unless expressly authorized by motion of the Council.
- (4) Council may change the maximum allotted budget amounts through the budget process and amendment of this policy.
- (5) Travel, meals, accommodation, and other miscellaneous related costs for courses, workshops, seminars and conferences will be reimbursed in accordance with the County's applicable travel policies.
- (6) If an organization invites a councillor to a professional development event, the travel expenses will be paid from the councillor's pro-rated share, subject to availability of funds. If an organization invites a specific councillor 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.
- (7) All members of Council will be permitted to attend the annual Nova Scotia Federation of Municipalities (NSFM) conferences, subject to budget availability.
- (8) Members of Council will be selected to attend the annual Federation of Canadian Municipalities (FCM) conferences in accordance with *AM-1.3.0 FCM Delegate Selection Policy* and subject to budget availability.

Municipal Clerk's Annotation for Official Policy Book
I certify that this policy was adopted by Municipal Council as indicated below
Seven (7) Day Notice April 13, 2021
Council Approval April 20, 2021
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Carolyn Young
Municipal Clerk

April 20, 2021

Municipal Clerk Date

At **Annapolis Royal** Nova Scotia