



Town of Antigonish
Education, Training and Conference Attendance for Town Council Policy

Title and Purpose

- 1.0 This policy shall be referred to as the "Education, Training and Conference Attendance for Town Council Policy."
- 2.0 The purpose of this policy is to establish guidelines for Town of Antigonish Council members who seek financial reimbursement for education, training and/or conference attendance to help them perform their role as an elected official.

Approval

- 3.0 Approval shall be subject to the availability of budgeted funds for such expenses.

Reimbursement

- 4.0 A member of Council may request reimbursement for the costs of registration, tuition, fees and course materials for any course taken through an accredited institution, which will help the Council member maintain or improve their skills and knowledge required to carry out their duties.
- 5.0 Receipts or other satisfactory documentary proof must be submitted with the reimbursement claim for all expenses.

Federation of Canadian Municipalities (FCM) Conference

- 6.0 Each member of Council shall be provided with the opportunity to attend the annual FCM Conference once during their four-year term.
- 7.0 Delegate selection priority shall be established in the following order:
 - a. the Mayor
 - b. the Deputy Mayor
 - c. other members of Council.
- 8.0 If a member of Council has not been provided with an opportunity to attend an FCM Conference during their term in office, Council may approve multiple members of Council to attend the conference, subject to the availability of budgeted funds.

Repeal

- 9.0 The Education and Conference Policy, adopted by Town Council on April 20, 1998, is hereby repealed.
- 10.0 The Federation of Canadian Municipalities Conference Attendance Policy, adopted by Town Council on December 15, 2008, is hereby repealed.

CAO's Annotation for Official Policy Book

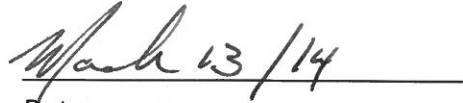
Date of Notice to Council Members of Intent to Consider (Minimum 7 Days): **March 3, 2014**

Date of Passage of Current Policy: **March 10, 2014**

I certify that this Policy was adopted by Council as indicated above.



Chief Administrative Officer



Date