



Policy Title: Attendance at FCM and NSFM Conferences Policy #2025-24

Approval Date: November 27, 2025

Replaces: Policy 2007-24 Attendance at FCM and UNSFM Conferences

Preamble

The Annual Conferences of the Federation of Canadian Municipalities (FCM) and (Nova Scotia Federation of Municipalities (NSFM) are recognized as a valuable opportunity for the sharing of information and networking with elected officials from across the Province and for the FCM across Canada... both valued professional development opportunities. The FCM Conference location is scheduled, each spring, on a rotating basis – from East Coast to the West Coast.

Policy Objective

The objective of this policy is to provide a procedure, under which the Town of Stewiacke will be properly represented at provincial and national Municipal Conferences and also to allow a fair schedule for attendance by the Mayor, Council members and the Chief Administrative Officer.

Policy

1. Attendance at NSFM Conferences

- The Mayor, Council and the Chief Administrative Officer will be encouraged to attend the annual NSFM Conference usually held in the fall.
- The Mayor, Council and the Chief Administrative Officer will be encouraged to attend the annual NSFM Spring or Fall conference / workshop.
- The Town will budget annually, depending on the years' financial capability, sufficient funds to provide for the attendance of the officials outlined in the above two bullets.



2. Attendance at the FCM Annual Conference

- The Mayor shall be afforded the opportunity to attend FCM annually.
- One member of Council shall be afforded the opportunity, on a rotational basis, to attend the annual FCM Conference. Each Council member (4 Council members) shall be afforded the opportunity to attend the conference during their term of office.
- If the Mayor or a Council member (Council member designated to attend that year) is unable to attend, the opportunity will be given to another member of Council.
- One Councillor shall be selected for attendance every year as follows:
 - All interested Councillors shall, at the December meeting of Council, place their name into a hat and the mayor/chairperson shall pick a name along with an alternate name.
 - The Councillor will be given one month to secure holiday time, if applicable, and confirm his / her attendance. If unable to attend, the alternate Councillor will be given the opportunity to attend.
 - After attending one FCM conference, a Councillor is not eligible to attend another conference in his / her 4-year term, unless a vacancy occurs.
- The rotation will be as follows:

YEAR	FCM Attendee One	FCM Attendee Two
Year one of elected Council	Mayor	Council Member
Year two of elected Council	Mayor	Council Member
Year three of elected Council	Mayor	Council Member
Year four of elected Council	Mayor	Council Member



- In any year the FCM annual conference is held in the Maritime Provinces, Council may authorize that any member of Council may attend and be reimbursed expenses.
- The Town will budget annually, depending on the year's financial capability, sufficient funds to provide for the attendance of the officials outlined in the above bullets.
- A verbal summary is expected to be presented, in a timely fashion upon return from attending the FCM conference.

Annotations For Official Policy Book

Date of Council members Review: Thursday, November 27th, 2025

Date of Passage of Current Policy: Thursday, November 27, 2025

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

Marc Seguin

CAO / Clerk

December 1, 2025

Date