Town of SALISBURY	**POLICY**	**Department:** Chief Administrative Officer (CAO)
	FCM & UMNB CONFERENCE POLICY	
Effective Date: February 13,2024		**Last Reviewed Date:** January 22, 2024

1. PURPOSE STATEMENT

Where the Town of Salisbury recognizes the importance and value in sharing information, networking, and promoting regional collaboration, it is a Policy of the Town to ensure Salisbury is represented at conferences for municipal associations that are intended to promote the work of Municipal Councils (UMNB and FCM). In order to promote succession planning, promote effective Council governance, and budget accordingly, this Policy outlines the approach of the Town in determining the representatives/attendees of the conference(s).

2. FEDERATION OF CANADIAN MUNICIPALITIES

Council Representation – FCM Conferences

It is a general policy that the Mayor and Deputy Mayor shall attend the Federation of Canadian Municipalities (FCM) conference on an annual basis. In the event that either (or both) are unavailable, Council may appoint a designate. In the event that the Deputy Mayor has attended FCM in the past, Council may, by way of resolution, appoint an alternate representative in the spirit of providing opportunity for different elected officials to attend the conference.

FCM Conferences – Eastern Canada

When the FCM Conference is held in Toronto or East of Toronto, the Town shall appoint one (1) additional representative from Council to attend FCM with the usual two designates, insofar as this is a budgetted expense.

When the FCM Conference is held in the Maritime Provinces, all of Council shall be afforded the opportunity to attend the FCM Conference. This determination shall be made during budget deliberations during the calendar year prior and the adjustment to Council's expense budget shall be for that calendar year only.

CAO Attendance

In the event that the Canadian Association of Municipal Administrators (CAMA) Conference is being attended by the CAO and is at a location that can be attended with the same flight or drive, the CAO shall also attend in addition to the Representative(s) from Council. In the event that the CAMA and FCM conferences are not held in host municipalities in reasonable proximity, the attendance of the CAO shall be at the discretion of Council and determined no later than the February meeting of Council.

Budget & Expenses

The Town's Mayor Expense budget shall cover all expenditures for the Mayors attendance at FCM (or their designate). Expenses from all other representatives from Council shall be expensed from the Council Expenses budget. In the event that the CAO attends, this shall be expensed from the Administration's Department Professional Development/Conferences budget.

All expenses incurred are subject to the Town's Expense Policy. Administration is directed to budget accordingly, pursuant to this Policy, on an annual basis. The Town shall not re-imburse any additional expenses for spouse(s)/companion attendance to the Conference.

3. UNION OF MUNICIPALIITIES OF NEW BRUNSWICK

Council Representation – UMNB

It is a Policy of Council that insofar as a group registration rate is possible, all of Council shall be provided the opportunity to attend the Union of Municipalities of New Brunswick (UMNB) Conference.

CAO Attendance

The Chief Administrative Officer (CAO) shall attend the UMNB Conference with Council.

Budget & Expenses

All expenditures, including that of the CAO, shall be expensed under the Council Expenses budget for the UMNB Conference.

All expenses incurred are subject to the Town's Expense Policy. Administration is directed to budget accordingly, pursuant to this Policy, on an annual basis. The Town shall not re-imburse any additional expenses for spouse(s)/companion attendance to the Conference.

4. MUNICIPAL ELECTION YEAR(S)

During a calendar year where municipal election(s) are held in May, no elected officials shall attend the FCM Conference, given it is held in June, unless the Mayor is a returning elected official and is confirmed to be acclaimed in the position, based on Election New Brunswick's Municipal Election Schedule, with sufficient time to register for the conference. Exceptions to this guideline may be made, by resolution of Council, at the discretion of Council in the event that the FCM Conference is held in the Maritimes.

The Chief Administrative Officer (CAO) shall not attend FCM without an elected official.

Insofar as it is held, the Town shall maintain the budget for UMNB, even during an election year, given this conference is held in November.