

1.0 Purpose

This administrative procedure outlines the eligibility, approval, and budgeting process for attendance at the Association of Municipal Administrators of Nova Scotia (AMANS) conferences by employees of the Town of Yarmouth.

2.0 Scope

This procedure applies to all permanent full-time employees of the Town of Yarmouth.

3.0 Definitions

- a. AMANS: Association of Municipal Administrators of Nova Scotia
- b. CAO: Chief Administrative Officer
- c. Director: Member of the senior leadership team reporting directly to the CAO
- d. Staff Reporting to a Director: Any employee who is supervised by a Director and does not hold a Director-level position.

4.0 Eligibility and Attendance Guidelines

4.1 CAO and Directors

- a. The CAO and Directors are eligible to attend both the Spring and Fall AMANS conferences annually.
- b. Attendance will be coordinated in consultation with the CAO to ensure appropriate coverage of Town operations.

4.2 Staff Reporting to a Director

- a. Staff reporting to a Director may attend one (1) AMANS conference per calendar year.
- b. Attendance is subject to the recommendation of the employee's Director.
- c. Approval will be based on:
 - i. Relevance of the conference to the employee's current role or professional development plan.
 - ii. Availability of funds in the Department's approved annual budget.
 - iii. Operational requirements and availability of coverage during the absence.

5.0 Approval Process

5.1 Request: Employees must submit a request to attend through their Director at least eight (8) weeks prior to the conference registration deadline.

5.2 Recommendation: The Director will assess the request and forward it with their recommendation to the CAO.

5.3 Final Approval: The CAO has final authority on all conference attendance approvals.

6.0 Budgeting and Expenses

6.1 All expenses related to conference registration, travel, accommodation, and per diems shall be in accordance with the Town of Yarmouth’s Expense Reimbursement Policy.

6.2 Departments are responsible for managing their conference participation within the limits of their approved operating budgets.

7.0 Exceptions

7.1 Any exceptions to this procedure must be approved by the CAO in writing.

Clerk’s Annotation for Official Policy Book	
Date of Adoption: July 10 th , 2025	
I certify that this ‘AMANS Conference Attendance Policy’ was adopted by Council as indicated above.	
Town Clerk:	Date: