



Date Passed: May 14, 2012

## **CONVENTION AND CONFERENCE AND OTHER EXPENSES POLICY**

### **PURPOSE**

1. This policy provides for the manner of approval for attendance at Conventions and Conferences and the payment by the Town of expenses incurred or which would otherwise be incurred by Members of Council, Members of Committees and Officers and Employees.

### **DEFINITIONS**

2. For the purposes of this policy:
  - a) "Committee" means a committee authorized and/or created by Council and "Committee Member" means a member of a Committee and includes an ex-officio member;
  - b) "Companion" means either of:
    - i) a spouse as defined in section 29 of the *Family Law Act*, R.S.O. 1990, c. F.3; or
    - ii) in the case of a person with a disability as it is defined by the *Accessibility for Ontarians with Disabilities Act, 2005*, S.O. 2005, c. 11, a "support person" as defined by the Regulations thereto.
  - a) "Conventions and Conferences" means seminars or meetings for consultation, discussion and/or instruction, workshops or training that are relevant to the function of the Council Member or Committee Member, or the position of the Officer or Employee;
  - b) "Council" means the Council of the Town and "Council Member" means a member of Council;
  - c) "Department Head" means:
    - i) in the case of an Officer or Employee, the head of the department within which the Officer or Employee works or the CAO as the case may be; or
    - ii) in the case of a Committee Member, the head of the department responsible for providing administrative support to the Committee,
  - j) "Local Event" means a day or evening event or festivity;
  - k) "Maximum Conference Expense" means the maximum amount to be paid annually to a Council Member for expenses incurred in connection with his or her attendance at Conventions and Conferences as calculated by dividing the total amount as provided for annually in the approved budget by seven and subject to section 20;

- l) "Mileage" means the automobile allowance rate per kilometre as set by Canada Revenue Agency multiplied by the number of kilometres to the point of destination and return; and
- m) "Officers and Employees" means those persons appointed as officers by Council or employed by the Town, and for greater clarity, does not include Council Members or Committee Members.

### **APPROVAL FOR ATTENDANCE**

#### **Officers and Employees**

- 3. Requests by Officers and Employees for attendance at Conventions and Conferences shall be made to and approved by the Department Head who shall, prior to approval, ensure that there are sufficient funds for the same within the approved budget.
- 4. A written or oral report shall be provided by the Officer or Employee to the Department Head within thirty days of his or her attendance at the Convention or Conference.
- 5. Representation at any one Convention or Conference shall be limited to not more than two Officers or Employees.
- 6. No Officer or Employee shall attend more than two Conventions or Conferences per year.

#### **Committee Members**

- 7. Requests to attend at Conventions and Conferences by Committee Members shall be made as follows:
  - a) In the case of a Committee that has no line item budget in the current budget year, to the Department Head through the Chair of the Committee and authorized by the Department Head who shall, prior to approval, ensure that there are sufficient funds for the same within the approved budget.
  - b) In the case of a Committee that has a line item budget in the current budget year, to the Chair of the Committee and authorized by the Chair of the Committee who shall, prior to approval, ensure that there are sufficient funds for the same within the approved budget.
- 8. If a Council Member wishes to attend a Convention or Conference as a Committee Member, the Council Member shall obtain authorization in accordance with paragraph 7 and if such authorization is not obtained, any expenses associated with the Convention or Conference shall be applied to the Council Member's Maximum Conference Expense.
- 9. A written or oral report by the Committee Member shall be provided to the Committee within thirty days of the completion of the Convention or Conference.
- 10. Each year, from January 1 until the approval of the budget by Council, any attendances at Conventions and Conferences shall be authorized by resolution of Council.

**EXPENSES**

11. Subject to the Maximum Conference Expense, the following expenses incurred by Council Members, Committee Members and Officers and Employees shall be paid by the Town, in connection with attendance at Conventions and Conferences:
- a) **Transportation** - The lesser of Mileage or the actual transportation expense.
  - b) **Registration** - The registration fee.
  - c) **Accommodation** - Accommodation based on single or double occupancy as the case may be.
  - d) **Meals** - To a maximum per day as follows:
 

Breakfast	\$10.00
Lunch	\$15.00
Dinner	\$40.00
  - e) **Incidentals** - Personal telephone expenses, parking, gratuities, applicable taxes, etc. to a maximum of \$55.00 per day.
12. Subject to the Maximum Conference Expense, transportation, accommodation, meals and incidental expenses incurred by one Companion when travelling with a Council Member attending at Conventions and Conferences, shall be paid by the Town in accordance with section 11 and all such expenses shall be applied to the Council Member's Maximum Conference Expense. Notwithstanding the foregoing, all such expenses shall be itemized separately from those of the Council Member.

**REMUNERATION**

13. An Officer or Employee shall be entitled to receive his or her regular salary or rate of pay while attending a Convention or Conference. For greater clarity, in the event that his or her attendance is in excess of their normal working hours, no Officer or Employee shall be entitled to overtime pay or time off in lieu of overtime pay while attending a Convention or Conference.
14. A Council Member may request remuneration in the amount of \$150.00 for each day or part of day he or she attends at a Convention or Conference as a Council Member or as a Committee Member. In either case, such remuneration shall be applied to the Council Member's Maximum Conference Expense.

**ASSOCIATION DUES**

15. The professional and membership association dues of Officers and Employees shall be paid when such dues are a requirement of the profession of the Officer or Employee or if membership in the association is determined by the CAO to be in the interest of the Town.

**ENTERTAINING AND ATTENDANCE AT LOCAL EVENTS**

16. The CAO may make expenditures to entertain various individuals and groups when the CAO deems the same to be advantageous to the Town. The expense shall be charged to the

Administration Miscellaneous Expense Account.

17. All other Officers and Employees must obtain permission from the CAO to incur expenditures related to entertaining various individuals or groups.
18. The Mayor is authorized to make expenditures to entertain various individuals and groups when the Mayor deems the same to be advantageous to the Town. The expense shall be charged to the Mayor's Promotional Account.
19. If invited to attend, Council members may attend Local Events. The cost of the ticket or admission to the Local Event will be charged to the Council Conference Expense Account and shall be applied to the Council Member's Maximum Conference Expense.

#### **GENERALLY**

20. Any Council Member may contribute all or part of his or her Maximum Conference Expense to any one or more Council Members by filing a written notice of such contribution with the Director of Financial Services and, upon so doing, such Council Members' Maximum Conference Expense shall be adjusted accordingly.
21. Council Members, Committee Members, Officers and Employees may request that the payment of certain expenses to be incurred in accordance with this policy be paid directly to the institution, service or transportation provider, hotel, or facility as the case may be, by the Town by way of Town credit card or otherwise.
22. Requests for payment of expenses incurred shall be submitted to the Director of Financial Services using such form of Expense Claim as may be in place from time to time. All requests shall be made within 30 days of the date upon which the expense is incurred and shall be supported by valid receipts and any other documentation as may be required by the Director of Financial Services.
23. In the event of any inconsistency between this policy and a policy with respect to training of Officers or Employees of a specific department within the Town, the policy with respect to training of Officers or Employees within the specific department will prevail.

#### **REPORT BY DIRECTOR OF FINANCIAL SERVICES**

24. In addition to the mandatory requirements as set out in section 284(1) of the *Municipal Act, 2011*, S.O. 2001, c. 25, as amended, upon the request of Council, the Director of Financial Services shall provide a statement of all expenses incurred by Officers and Employees pursuant to this policy.

*This Policy replaces the Convention and Conference Expense Policy passed November 20, 2001*