

 <p style="text-align: center;">STANDARD POLICY</p>	S.P. #: CC 001
SUBJECT: Attendance by members of Council at conferences/conventions, seminars/workshops/training courses, and other events	DEPARTMENT: Mayor's Office
COUNCIL AUTHORITY: City Council April 10, 2006	NEW: X
	REVISED:

1.0 PURPOSE AND BASIS:

- 1.1 This policy is intended to provide a framework for members of City Council respecting their:
- attendance at conferences/conventions;
 - attendance at seminars/workshops/training courses, and other similar events; and
 - allowable expenses and compensation related to such events and functions.
- 1.2 This policy shall not apply to:
- boards and authorities that operate independently from the City (Police Board, Library Board, Conservation Authority, Quinte Waste Solutions, Health Unit, Veridian);
 - committees that operate under the direction of the County (ie. Long Term Care, Social Services, 911, Emergency Services);
[members of Council appointed to such organizations or committees shall proceed in accordance with the policies of those organizations]
 - events where the member of Council does not intend to seek reimbursement for expenses.
- 1.3 The policies set out herein shall apply to the extent that budgets are available to cover anticipated expenses. Should annual budgets for conference/conventions, seminars/workshops/training courses, or meetings and other similar events be exhausted or insufficient to meet anticipated expenses, Council authorization for an over-expenditure shall be required before attendance at an event is permitted.
- 1.4 The Mayor's Assistant shall maintain records of attendance at events by members of City Council, and shall monitor budgets and report as necessary on available funds.
- 1.5 For liability and budgetary control reasons, members of Council shall advise the Mayor's Assistant of their plans to attend an event prior to leaving.

2.0 CONFERENCES/CONVENTIONS:

- 2.1 Conferences/conventions are typically annual events addressing general or specific aspects of the operation of a municipal corporation. Annual conferences/conventions to which members of Council may wish to attend include those events sponsored by the following organizations:
- Association of Municipalities of Ontario (AMO)
 - Ontario Small Urban Municipalities (OSUM)
 - Rural Ontario Municipal Association (ROMA)
 - Ministry of Municipal Affairs & Housing (MMAH) – Ontario East Municipal Conference (OEMC)
 - Federation of Canadian Municipalities (FCM)
 - Economic Developers Council of Ontario (EDCO)
 - Ontario East Economic Development Commission (OEEDC)
 - Ontario Good Roads Association (OGRA)
 - Ontario Traffic Conference (OTC)
 - Ontario Professional Planners Institute (OPPI)
 - Ontario Parks Association (OPA)
- or such other organization as may be approved by the Chief Administrative Officer.
- 2.2 All members of Council are encouraged to attend conferences/conventions that relate to their role in governance of the Corporation.
- 2.3 The Mayor shall be entitled to attend three (3) conferences/conventions annually from those listed in Section 2.1 without the necessity of obtaining approval from City Council.
- 2.4 Each Councillor shall be entitled to attend two (2) conferences/conventions annually from those listed in Section 2.1 without the necessity of obtaining approval from City Council.
- 2.5 Any member of Council wishing to attend a conference/convention other than listed in Section 2.1 shall first obtain approval from City Council.
- 2.6 Any member of Council wishing to attend a conference/convention outside the Province of Ontario shall first obtain approval from City Council.
- 2.7 Any member of Council wishing to attend more than the pre-approved number of conferences/conventions annually shall first obtain approval from City Council.

3.0 SEMINARS/WORKSHOPS/TRAINING COURSES:

- 3.1 Seminars/workshops/training courses are typically unique events or events that occur periodically usually relating to specific aspects of the operation of a municipal corporation. Examples range from courses offered through the

Ministry of Municipal Affairs or another Ministry to private sector seminars that focus on any number of critical municipal operational sectors.

- 3.2 All members of Council are encouraged to attend seminars/workshops/training courses that relate to their role in governance of the Corporation.
- 3.3 Each member of Council shall be entitled to attend one (1) seminar/workshop/training course offered through the Provincial Government annually without the necessity of obtaining approval from City Council.
- 3.4 Any member of Council wishing to attend more than one (1) seminar/workshop/training course offered through the Provincial Government, or attend a course offered through any other entity, shall first obtain approval from City Council.

4.0 COMMITTEES AND BOARDS:

- 4.1 As a member of a committee or board to which City Council has made the appointment, members of Council are entitled to be reimbursed for expenses related to such appointment.
- 4.2 Members of Council may participate in events in support of the mandate of committees to which they have been appointed. (ie. attendance at trade shows where the City has a presence).

Members of Council may attend such events to support the committee's work with the approval of the Chair of the Committee or at the direction of the Mayor, and all expenses related thereto shall be posted to the committee's accounts (where applicable).

- 4.3 Other than committees and boards to which Council approves appointments, no member of Council shall seek an appointment to a committee or board of an organization with the expectation that the City will cover expenses related to such appointment without first obtaining the approval of Council.

Where any member of Council accepts an appointment to a committee or board of an organization without Council's approval, any expenses related to such appointment shall not be eligible for reimbursement by the City.

- 4.4 Typically, activities associated with promotion of the City fall within the responsibility of staff. Councillors are encouraged to work through staff whenever an opportunity to promote the City arises.

Where such approach is not feasible, Councillors may be reimbursed for expenses associated with exceptional and unique opportunities to promote the City where prior approval for such expenses has been obtained from the Mayor.

- 4.5 Periodically the City may be requested to participate in meetings, symposiums, focus groups, or similar events, for the purpose of addressing issues facing the City or the broader community. The Mayor or any Councillor directed or authorized by the Mayor to attend such an event shall be entitled to be reimbursed for expenses.
- 5.0 EXPENSES:
- 5.1 Members of Council shall be entitled to reimbursement for reasonable costs associated with the conduct of the business of the City as set out above. Eligible expenses for reimbursement include the following:
- conference or course registration fees
 - registration expenses related to “meet & greet” events at conferences
 - personal meals
 - gratuities
 - accommodation
 - travel
 - parking
 - telephone calls/internet charges (subject to limitations)
 - incidental or out-of-pocket expenses
- subject to the following parameters:
- a) Expenses for personal meals on a daily basis should not exceed \$75, typically:
- \$15 for breakfast
 - \$20 for lunch
 - \$40 for dinner
- The foregoing shall be for guidance purposes only.
- b) Accommodation shall be reimbursed in accordance with the room rate charged for the function (where applicable). Where not associated with a function, reimbursement shall be based on the government rate, typically for a standard single room.
- c) When travelling by car, travel expenses shall be based on the prevailing rate defined by City Council, based on the travel distance from Belleville to the location of the event, and return.
- Where travelling to an event with others, members of Council are encouraged to travel together or car-pool to reduce costs. When car-pooling with others not associated with the City (ie. councillors from an adjoining municipality travelling to the same event), splitting or sharing of travel expenses shall be encouraged to reduce costs; a written explanation shall be provided at the time of submission of the expense claim.
- Rental of a vehicle shall be reimbursable where costs of using this option are less than other alternatives.

- d) When travelling by bus, train or plane, reimbursement shall be based on economy fare. Transfer and costs for taxis shall be eligible when using this form of travel.
 - e) Reimbursement for travel expenses shall be based on the most economical and practical option for travelling to the event. Unless exceptional circumstances exist, charges for use of a personal vehicle for long distance travel shall not exceed the equivalent cost of economy airfare plus airport parking and transfers.
 - f) Telephone calls/internet charges for personal calls (maximum \$10 per day) or related to City business shall be eligible for reimbursement.
 - g) Incidental or out-of-pocket costs shall be reimbursed for expenses necessary to support attendance at the event.
- 5.2 Expenses not eligible for reimbursement include the following:
- personal entertainment
 - personal telephone calls not covered under Section 5.1
 - spouse/companion expenses
- Spouses/companions may accompany members of Council to events and functions but costs for the spouse or companion attendance shall not be eligible for reimbursement.
- 5.3 Receipts shall be provided at the time of submission of an expense claim. Where a receipt is not available, a written explanation shall be provided; the Director of Finance/City Treasurer shall determine whether such explanations are sufficient to support reimbursement.
- Receipts should be itemized so as to justify the amounts being claimed.
- Receipts shall not be required for any expense less than \$5, but a written explanation shall be provided.
- 5.4 Expense claims shall be submitted to the Mayor's Assistant as soon as practical following an event, but no less than quarterly for mileage.
- 5.5 Expense claims shall be submitted to the Mayor's Assistant using approved forms (see attached).
- 5.6 Expense advances may be authorized by the Chief Administrative Officer where the anticipated expenses associated with an event will be significant or cause undue hardship.