



Policy: Attendance at Conferences/Conventions, Seminars and Workshops

Policy Number: C-B-2.1

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ATTENDANCE AT CONFERENCES/CONVENTIONS, SEMINARS AND WORKSHOPS

Purpose:

To establish guidelines for Members of Council regarding travel and attendance at conferences/conventions, including seminars and workshops.

Policy:

1. Attendance at Conferences/Conventions

Members of Council may attend conferences/conventions as delegates of the Municipality, subject to approval by the Council in the form of a resolution and subject to the allowances outlined in Section 3 and Section 4 of this policy.

Should a Member of Council be unable to attend a conference/seminar for which they are registered, such member shall notify the Clerk's office as soon as possible in order that the necessary cancellation arrangements can be made, including hotel reservations.

If a member of Council does not inform the Clerk's office that they are unable to attend a conference/convention for which they are registered, such member shall be responsible to cancel any hotel reservations on their own behalf. If a member who is unable to attend a conference/convention does not cancel their hotel reservations, then such member shall be invoiced for the hotel costs. Emergency exceptions may apply.

It is anticipated that it is unlikely that a conference/convention would be attended outside of the Province by a Member of Council. Such attendance would require prior approval by the Council in the form of a resolution. See Section 6 for travel costs.

2. Attendance at Seminars and Workshops

Members of Council may attend seminars and workshops requiring no overnight accommodation subject to the approval by the Council in the form of a resolution and subject to the allowances outlined in Section 3 and Section 4 of this policy.

3. Allowance for Attending Conferences/Conventions, Seminars and Workshops

For conferences/conventions, the Members of Council are allowed the following:

- registration fee;
- actual accommodation and meal expense;
- actual travel expense; and
- per diem rate (see Section 4 of this policy for rate).

For seminars and workshops requiring no overnight accommodation, the Members of Council are allowed the following:

- registration fee;
- actual meal expense;
- actual travel expense;
- per diem rate (see Section 4 of this policy for rate).

The maximum paid per Member of Council shall be \$6,000 per year in expenses for conferences/conventions, seminars and workshops, exclusive of registration expenses. Therefore, registration fees will be paid by the Municipality and will not be expensed under the Member of Council's allowance.

Should any individual Member of Council not utilize all of his/her allowances for attending conferences/ conventions, seminars and workshops, then the remaining allowance, with the approval of Council, shall be eligible to be utilized by other Members of Council.

Members of Council will be required to submit receipts for accommodation and out-of-pocket expenses (ie. meals, parking, etc.) while traveling on municipal business.

The Municipality will not pay for any costs associated with spouses attending municipal business functions or traveling to and from such functions.

4. Per Diem

A per diem rate of \$150.00 per half day is hereby set for those Members of Council attending conferences/conventions as delegates of the Municipality or for attending seminars and workshops. The per diem rate shall be indexed in accordance with the Consumer Price Index (CPI). The per diem rate would be included in the maximum allowance allowed under Section 3 of this policy.

5. Registration

Attendance at conferences/conventions, seminars and workshops by Members of Council must be approved by the Council in the form of a resolution and will be subject to the allowances outlined in Section 3 and Section 4 of this policy.

Registrations at conferences/conventions, seminars and workshops will be paid by the Municipality for those Members of Council authorized to attend the said function. Registration for spouses will not be compensated by the Municipality.

6. Travel Costs

The Municipality will be responsible for travel taken by Members of Council on municipal business to and from destinations. For travel 300 kilometers or over, the Municipality will pay for one per diem to conferences/conventions, seminars and workshops; and one per diem from conferences/conventions, seminars and workshops.

For travel under 300 kilometers, the municipal mileage rate will apply.

The Municipality will pay for an economy airfare or its equivalent to Members of Council for attending a conference/convention outside of a 300 kilometer radius of the municipality.

Should the Council approve the attendance of a Member of Council outside the Province, the Municipality will pay two-thirds of an economy airfare or its equivalent.

7. Mileage Payment for Private Vehicles Used

Mileage will be paid by the Municipality while on municipal business if a person's private vehicle is being used, at the approved municipal mileage rate. The use of a second private vehicle is discouraged as all persons are encouraged to travel together in one vehicle unless unavoidable circumstances prevent it.

8. Vehicle Rental

The Municipality will pay the total rental costs of such vehicles if required as long as the rental cost does not exceed that of the kilometer rate of a private vehicle and only where circumstances require such rental and no private vehicle is available for use. Receipts will be presented with travel expenses, and if costs exceed the per kilometer rate, then any excess will not be able to be claimed unless otherwise approved by the Council.

9. Taxi Expenses

The Municipality will pay taxi expenses with receipts when personal or municipal vehicles are not being used and mainly where taxi connections to destinations have to be made. Taxi expenses will not be paid by the Municipality for any other purpose than the particular business for which the trip is made.

10. Purchase of Resource Materials

The purchase of resource materials should not be included on travel expense sheet claims. Such expenditure shall be presented to the Council for approval prior to the purchase and a separate cheque shall be issued for payment of the expense.

11. Members of Council Who Are Members of Boards of Directors of Associations

The Members of Council who are members of Boards of Associations who attend such Association conventions shall be allowed an additional \$2,000 per year, on the condition that the nomination to the Board is supported by a resolution of the Council.

12. Travel Policies

Travel policies may be reviewed by the Council on an annual basis, prior to March 31st in any given year.