

**CORPORATION OF THE MUNICIPALITY OF WEST GREY**

**BY-LAW NUMBER 34 - 2004**

**BEING**, a By- Law to confirm a Conference and Seminar Policy for Council and Staff of the Municipality of West Grey;

**WHEREAS**, Section 283 of the Municipal Act, S.O. 2001, c.25, as amended, provides for paying in whole or in part such expenses of the members of Councils and of the officers and employees of the municipality as are actually incurred as a result of their acting either within or outside the municipality in their capacity as members of council or officers or employees of the municipal corporation;

**WHEREAS**, it is deemed expedient to establish a policy on attendance at conferences and seminars for the Council and Staff of the Municipality of West Grey;

**NOW THEREFORE, THE COUNCIL OF THE CORPORATION OF THE MUNICIPALITY OF WEST GREY ENACTS AS FOLLOWS:**

1. **Conference Policy:**

- a) That the Mayor may attend a maximum of three (3) conferences per year to represent the Municipality of West Grey and paid by the municipality.
- b) The remaining members of Council may attend a maximum of two (2) conferences per year paid by the Municipality.

2. **Seminar Policy:**

- a) The Mayor and members of Council may attend up to two seminars relevant to the municipality in addition to the conferences authorized in Section 1 of this by-law. A seminar shall be defined as a meeting which does not exceed one day in duration.

3. **Reimbursement of Expenses and Expense Reporting Policy:**

- a) Remuneration of per diem will be paid based on the rate for regular Council meetings times the number of days or part days that the member is away from home. (For example, if a member attends in the afternoon/evening for registration and the welcoming proceedings, this will count as one day).
- b) No reimbursement will be made for the spouse of any member of the Council when accompanying the member to conventions or seminars.
- c) The municipality will pay for expenses for meetings, seminars and conventions, mileage/travel, registration, hotel room charges, parking and meals. Where alternate forms of transportation are available, the municipality payment will be limited to the most economical alternative.
- d) Mileage will be paid for at a rate of \$.34 per km. Alternate travel expenses, such as train, bus, etc. will be paid at cost of ticket price charged as per the receipt provided.
- e) Registration, hotel room charges and parking will be paid for as charged for the event. Registration will not include extra golf days or other similar activities and hotel charges will not include anything besides the charge for the room and a maximum of \$10.00 for telephone calls, excluding personal calls, as well as applicable taxes. If expenses, not covered by this policy, are included on municipal charge cards, they will be recovered from the member of Council.

- f) A meal allowance of \$50.00 will be paid per day. In the event that a member of Council is accompanied by a guest(s) related to municipal business, the cost for the guest(s) meal will be covered and allocated to general expenses. If meals are included in the registration, other costs incurred for the same meal will not be reimbursed unless there are extenuating circumstances such as weather, illness, allergies, etc. If one person pays for a group of meals, the cost of the meals will be allocated evenly by the members at the meal.
- g) Members of Council are required to submit a completed expense sheet with receipts attached, excluding meals, outlining any pertinent information to the allocation of the expenses noted. A maximum of \$10.00 per day will be paid for incidental charges with receipts.
- h) Expenses and remuneration will be paid to members of Council once per month, in the month following. Specific forms are to be used for expenses and remuneration of accounts.
- i) Council may authorize, by resolution, spending or attendance beyond the above limits.
- j) Councillors attending conventions or seminars are required to submit a written and/or verbal summary of proceedings.

4. **Staff Conference and Seminar Policy**

- a) Any employee may be permitted to attend any conference or educational seminar as recommended by the CAO/Clerk or Department Head. All employees may be permitted to attend one (1) educational seminar per year on the recommendation of their respective Department Head and approval of the CAO/Clerk.
- b) Department Heads may attend a maximum of two (2) conferences, of more than one (1) day meetings out of town, per year.
- c) The CAO/Clerk is allowed a maximum of three (3) conferences, of more than one (1) day meetings out of town, per year.

5. **CAO/Clerk and Staff Expense and Reporting Policy**

- a) Remuneration will be paid based on the same per diem paid to members of Council times the number of days or part days that the member is away from home. (For example, if a member attends in the afternoon/evening for registration and the welcoming proceedings, this will count as one day). Staff may take equivalent time in lieu at straight time in lieu of payment of the per diem. The per diem rates apply only to meetings held outside normal working hours.
- b) No reimbursement will be made for the spouse of any employee, when accompanying the employee to conventions or seminars.
- c) The municipality will pay for expenses for meetings, seminars and conventions, mileage/travel, registration, hotel room charges, parking and meals. Where alternate forms of transportation are available the municipality payment will be limited to the most economical alternative.
- d) Mileage will be paid for at a rate of \$.34 per km. Alternate travel expenses, such as train, bus, etc. will be paid at cost of ticket price charged as per the receipt provided.
- e) Registration, hotel room charges and parking will be paid for as charged for the event. Registration will not include extra golf days or other similar activities and hotel charges will not include anything besides the charge for the room and maximum of \$10.00 for telephone calls, excluding personal calls, as well as applicable taxes. If expenses, not covered by this policy, are included on municipal charge cards, they will be recovered from the employee.

- f) A meal allowance of \$50.00 will be paid per day. If meals are included in the registration, other costs incurred for the same meal will not be reimbursed unless there are extenuating circumstances such as weather, illness, allergies, etc.
  - g) Employees are required to submit a complete expense sheet with receipts attached, excluding meals, outlining any pertinent information to the allocation of the expenses noted. A maximum of \$10.00 per day will be paid for incidental charges with receipts.
  - h) Expenses and remuneration will be paid to employees as submitted and approved by their Supervisor. Specific forms are to be used for expense and remuneration of accounts.
  - i) Council may authorize, by resolution, spending or attendance beyond the above limits.
6. That By-law No. 30-2001 is hereby repealed.

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Read a first and second time this \_\_\_\_\_ day of \_\_\_\_\_, 2004.

Read a third time and finally passed this 5<sup>th</sup> day of April, 2004.

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(Signed)  
Delton Becker, Mayor

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(Signed)  
Malcolm McIntosh, CAO/Clerk