



The Corporation of the Municipality of West Grey Bylaw No. 2023-024

A bylaw to establish a Conference, Seminar and Professional Development Policy for council and staff of the Municipality of West Grey.

WHEREAS the *Municipal Act S.O. 2001, c 25* (the "Act"), section 5(3), as amended provides that a municipal power, including a municipality's capacity rights, powers and privileges under section 9, shall be exercised by bylaw; and

WHEREAS Section 283 of the Act, 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 ; and

WHEREAS the council of the Corporation of the Municipality of West Grey deems it expedient to establish a policy on attendance at conferences, seminars and professional development sessions for the council and staff of the Municipality of West Grey;

NOW THEREFORE be it resolved that the council of the Corporation of the Municipality of West Grey hereby enacts as follows:

1. **Council Conference, Seminars, and Professional Development Policy**
 - a. Each member of council may attend conferences, seminars and professional development sessions that are relevant to the municipality up to a maximum registration cost of \$1,500 annually.
 - b. The municipality shall pay for eligible expenses which include registration fees, mileage/travel, hotel room charges, parking, and meals.
 - c. Each member of council shall receive a meal allowance of up to \$75.00 per day for meals upon the submission of receipts for any conference, seminar, or professional development session.
 - d. No reimbursement shall be made for the spouse of any member of council when accompanying the member to conventions, seminars, or professional development sessions.
 - e. Mileage for the use of personal vehicles while on municipal business shall be paid at a rate equivalent to the rate per kilometer provided to County of Grey employees. Alternate travel expenses, such as train, bus, etcetera, shall be paid at cost of ticket price charged as per the receipt provided. Where alternate forms of transportation are available the municipality payment shall be limited to the most economical alternative.
 - f. Registration, hotel room charges, and parking shall be paid for as charged for the event. Registration shall not include extra fees for social activities, and hotel charges will not include anything other than the charge for the room, parking, and applicable taxes. Any expenses not covered by this policy that are included on municipal charge cards shall be recovered from the member of council. An additional night of hotel

accommodation in advance of the conference, seminar, or professional development session shall be reimbursed only for events which are held geographically 100 road kilometers or more from their residence or the Municipality of West Grey municipal office.

- g. Remuneration of per diem shall be paid based on the following rates for conferences, seminars, and professional development sessions:
 - i. Per diem four (4) hours or less \$94.69
 - ii. Per diem more than four (4) hours \$171.62
- h. Members of council are required to submit a completed expense sheet with receipts attached, outlining any pertinent information to the allocation of the expenses noted. Specific forms shall be used for expenses and remuneration of accounts.
- i. Expenses and remuneration shall be paid to members of council once per month, in the month following the submission of expense sheets.
- j. Council may, by resolution, authorize spending or attendance beyond the above noted limits.
- k. Council members attending conferences, seminars or professional development sessions are required to submit a written and/or verbal summary of proceedings.

2. **Staff Conference, Seminar, and Professional Development Policy**

- a. Any employee may be permitted to attend any conference, seminar or professional development session as recommended by the CAO/Deputy Clerk or department head. All employees may be permitted to attend one (1) professional development session per year on the recommendation of their respective department head and approval of the CAO/Deputy Clerk.
- b. Department heads may attend a maximum of two (2) conferences of more than one (1) day meetings per year.
- c. The CAO/Deputy Clerk may attend a maximum of four (4) conferences of more than one (1) day meetings per year.
- d. 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 employee is away from home. (For example, if an employee attends in the afternoon/evening for registration and the welcoming proceedings, this will count as one day). Employees 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.
- e. No reimbursement will be made for the spouse of any employee when accompanying the employee to conferences, seminars, or professional development sessions.
- f. Mileage for the use of personal vehicles while on municipal business shall be paid at a rate equivalent to the rate per kilometer provided to County of Grey employees. Alternate travel expenses, such as train, bus etcetera, shall be paid at cost of ticket price charged as per the receipt provided. Where alternate forms of transportation are available the municipality payment shall be limited to the most economical alternative.

- g. Registration, hotel room charges, and parking shall be paid for as charged for the event. Registration shall not include extra fees for social activities, and hotel charges will not include anything other than the charge for the room, parking, and applicable taxes. Any expenses not covered by this policy that are included on municipal charge cards shall be recovered from the employee. An additional night of hotel accommodation in advance of the conference, seminar or professional development session shall be reimbursed only for events which are held geographically 100 road kilometers or more from their residence or the Municipality of West Grey municipal office.
 - h. Employees shall receive a meal allowance of up to \$75.00 per day for meals upon the submission of receipts for any conference, seminar, or professional development session.
 - i. Employees are required to submit a completed expense sheet with receipts attached, outlining any pertinent information to the allocation of the expenses noted. A maximum of \$10.00 per day shall be paid for incidental charges with receipts.
 - j. Expenses and remuneration shall be paid to employees as submitted and approved by their supervisor. Specific forms are to be used for expense and remuneration of accounts.
 - k. Council may, by resolution, authorize spending or attendance beyond the above noted limits.
- 3. That this bylaw shall be retroactive to January 1, 2023.
 - 4. That bylaw No. 46-2022 is hereby repealed.
 - 5. That this bylaw shall come into force and take effect upon date of final passing.

Read a first, second and third time and finally passed this 7th day of March, 2023.

Original signed

Mayor Kevin Eccles

Original signed

Jamie M. Eckenswiller, Clerk