



Policy: Conventions, Conferences & Special Sessions of Council Policy

Department: Clerk-Treasury

Effective Date: January 16, 1996

Revision Date: May 7, 2015

Review Date: March, 2015

1. Coverage

This policy applies to all County Councillors.

2. Purpose

This Policy is for the guidance and direction of County Councillors of the County of Bruce who incur expenses while travelling on authorized County business. Such persons are expected to use discretion and good judgment in all matters where municipal funds are spent.

3. Policy Statement

It is the County's policy to reimburse County Councillors for specific expenses as provided herein incurred on the County's behalf while on authorized County business. Such expenses must be reasonable in the circumstances and must be necessary and incidental to the performance of municipal business. The policy is not intended to reimburse County Councillors for expenses of a purely personal nature.

The County encourages County Councillors to become involved in conferences, conventions, training courses and workshops in order to network with other professionals and further develop their skills and knowledge.

3. Procedure

Convention Attendance

- A) Each County Councillor is entitled to attend three conventions within the Province of Ontario pertaining to County business in any year.

In addition, each County Councillor is also entitled to attend the annual Canadian Nuclear Conference.

- B) The Warden is eligible to attend any convention within the Province of Ontario pertaining to County business.

Convention Remuneration

- A) Allowance for Members of Council attending a convention shall be as follows:
- i Registration - actual amount
 - ii Accommodation - actual amount
 - iii Per Diem - as established by By-law
 - iv Meals - as provided in the meal allowance policy E14 less meals included in registration
 - v Transportation - most economical fare
 - vi Parking - actual amount (receipt required)
 - vii Telephone/Internet - maximum \$15 per day (receipt required)
- B) Per diem allowances will be paid up to a maximum of four days for attendance at a convention when a workshop or meeting is scheduled for the opening day.
- C) Meal allowances will be paid for all meals not covered in registration including traveling to or from the convention.
- D) When the Warden is accompanied by his or her spouse at meetings or conventions the County will pay the expense incurred for registration, accommodation and meals to the limits as outlined in Section "A" above.
- E) When a County Councillor attends a convention or meeting accompanied by their spouse, the County will pay for the cost of registration of the spouse.
- F) When a County Councillor attends a convention accompanied by their spouse, and who choose an alternate means of travel, the Councillor will be reimbursed for the cost of travel for both the individual and spouse up to the expense that would have been incurred if the mileage rate were applied.
- G) All transportation arrangements must be approved and must be the most practical method of travel considering both time and total cost.
- H) When more than one County Councillor attends a function, they shall attempt, where feasible, to attend together to reduce costs.

- I) Where a County Councillor is registered to attend a function, every reasonable effort shall be made by the registered participant to give appropriate notification of cancellation. Notification should be directed to the approval authority.
- J) Any conventions, conferences, training courses and workshops outside the Province of Ontario must be approved by Council.
- K) Taxis, subway and parking related to County business shall be reimbursed at cost, with an original itemized receipt.
- L) It is recognized that, from time to time, circumstances may arise that cannot be tied to the preceding guidelines and that, in the case of Council, the Warden shall have discretion to make minor exceptions to the policy, that, in his/her opinion, fall within the overall intent of the policy.

Ineligible Expenses

Ineligible expenses include:

- Spousal or family expenses other than that detailed in the policy;
- Personal entertainment (hotel bar charges, movies, etc.);
- Personal side trips while travelling;
- Flight insurance premiums;
- Charges for excessive personal luggage;
- Personal long distance telephone charges;
- Meals already included in the conference package

Council Session Attendance

- A) When County Council meets for two days either mileage for two return trips or mileage for one return trip and one night's accommodation will be paid.
- B) When Council meets for a one-day session and a social is scheduled for the night prior to the session, Councillors will be paid one day per diem and must choose to receive either mileage for two return trips or mileage for one return trip and one night's accommodation.