

The Corporation of the Municipality of Grey Highlands

By-law No. 2022-030

**A By-law to Adopt Policy A09-C-03 Council
Conference, Education and Training Policy updated
2022**

Whereas, Council passed By-law 2009-111 which adopted the Conference/Seminar/Workshop/Training/Expense Policy for Council Members currently in effect; and

Whereas, Council established a Council Remuneration Advisory Committee made up of citizen members during the 2018-2022 term of Council to review and compare remuneration provided to members of Council; and

Whereas, the Council Remuneration Committee provided a report to Council with its findings and recommendations in relation to remuneration as well as expenses; and

Whereas, Council reviewed the Council Remuneration Advisory Committee recommendations at subsequent Committee of the Whole and Council meetings and directed staff to bring forward an updated policy based on the recommendations of the Committee and associated amendments provided by resolution of Council;

Now Therefore the Council of the Municipality of Grey Highlands hereby enacts as follows:

1. That Grey Highlands Policy A09-C-03 - Council Conference Education and Training Policy is hereby adopted in substantially the same form as attached hereto; and
2. That all previous by-laws inconsistent with this by-law are hereby repealed upon this by-law taking effect; and
3. That previous versions of Policy A09-C-03 are hereby repealed upon this by-law taking effect; and
4. That this by-law shall not come into force and effect until the completion of the 2018-2022 Council Term.

Read a first, second and third time, and finally passed on April 20 2022.

The Corporation of the
Municipality of Grey Highlands

Original Signed By

Paul McQueen, Mayor

Original Signed By

Raylene Martell, Municipal Clerk

Status: Passed

Municipality of Grey Highlands

Corporate Policy

A09-C-03 – Council Conference Education and Training Policy

Original Approved by Council: 2009.11.23
New Policy Passed: 2022-04-20
Passed by By-law 2022-030

Council Conference, Education & Training Policy

Purpose

To provide direction and guidance in the provision of education, training and conferences for Members of Council.

Scope

This procedure applies to all Members of the Council of the Corporation of Grey Highlands.

Definitions

Conference – A conference generally includes the specific organization's Board of Director Meeting along with various trainings and seminars over the course of 2 or more consecutive days related to Municipal Governance.

Comparator Group – a group of Municipalities similar in size and structure to Grey Highlands to permit a meaningful comparison in Council remuneration.

Education – training courses, instruction or materials related to municipal governance or the business of the municipality

Eligible Expense – Any expense that is in accordance with this Policy that the Municipality will reimburse or pay directly

External Organizations or Committees – any body not created by Council, but for which Council has appointed a Council Member to be a voting member of such body.

Ineligible Expense – Any expense that is not provided for in this policy and will not be reimbursed or paid by the Municipality.

Invited Attendee Meetings – any meeting, event or function where a member of Council is invited to attend but where they are not a voting member.

Meeting Pay – Per meeting payment for attendance at boards, committees, task forces external organization meetings or committees and additional meetings scheduled above the allocated amount in the annual base salary for which the member is appointed as per the current approved Council Remuneration Policy.

Training or Workshop – Generally considered as any 1 full day or less training (or any multi-day workshop on a specific topic that does not meet the definition of a conference) available to any person related to municipal governance or the business of the Municipality.

Qualifying Address – the address of the property that qualifies the Member for office.

Per Diem – an amount payable to a member of Council for attendance at any Conference, training or workshop per day. This amount is equal to the Per Meeting payment amount in the approved Council Remuneration Policy and shall be over and above the allocated expense amount.

Policy

1. Term Review of Policy

- 1.1. A review shall be undertaken in the year preceding each regular election year to determine the allowance rates for the upcoming newly elected Council;
- 1.2. A review of a comparator group of municipalities of sufficient size to provide a meaningful sample shall be used to undertake such a review;
- 1.3. Amounts recommended as a result of the comparator group review, and adopted by the current Council, will be effective upon commencement of the new term of Council.

2. Conferences

- 2.1. All Members of Council shall be allocated \$3000 for specific eligible expenses related to attendance at a maximum of 2 conferences per year.
- 2.2. Eligible expenses include:
 - 2.2.1. registration (including banquets and dinners, but not including conference socials)
 - 2.2.2. transportation (air, train or bus)
 - 2.2.3. ground transportation (car rental, taxi or transit) while there
 - 2.2.4. parking
 - 2.2.5. hotel room based on single or double occupancy for the dates of the conference
 - 2.2.5.1. hotel room based on single or double occupancy the night before if location is more than 100 kms away
 - 2.2.6. meals
- 2.3. Ineligible expenses include:

- 2.3.1. Personal or spousal expenses
- 2.3.2. Sightseeing expenses
- 2.3.3. Upgraded room costs in order to accommodate accompanying family
- 2.3.4. Companion Program costs
- 2.3.5. Conference Social Costs not included in registration such as golf tournaments and social outings
- 2.3.6. Meal expenses if the Conference registration is inclusive of such meals
- 2.4. In addition to the specific eligible expenses in s. 2.2, mileage to and from the destination and per diem expenses shall be paid to the member in accordance with sections 5 and 6 of this policy however shall not be included in the \$3000 allocation amount.
- 2.5. Expenses of members of Council holding positions on Municipal Associations or their Committees shall be reimbursed in accordance with Section 2 of this Policy, provided they are not reimbursed through the Association or Committee.
- 2.5.1. Should any reimbursement for a conference expense be required through this Policy under s. 2.4, the conference shall be deemed to be one of the 2 allowable conference attendances listed in s. 2.1.

3. Training/Education

- 3.1. All Members of Council shall receive \$1000 per year for specific eligible expenses related to education and training.
- 3.2. Eligible expenses include:
 - 3.2.1. Books, magazines and periodicals related to Municipal business or support members serving in an elected member capacity (not including the regular subscriptions provided to the Corporation)
 - 3.2.2. Registration in course
 - 3.2.3. Meal expenses with detailed receipts
 - 3.2.4. Transportation
 - 3.2.5. Parking
 - 3.2.6. Hotel room based on single or double occupancy night before if location is more than 100 kms away
- 3.3. Ineligible expenses include:
 - 3.3.1. Meal expenses if the training registration includes such meals
 - 3.3.2. Courses or education for personal benefit, not relevant to Municipal governance or the business of the Municipality
- 3.4. In addition to the specific eligible expenses in section 3.2 of this policy, mileage to and from the destination and per diem expenses shall be paid to the member in accordance with sections 5 and 6 of this policy, however, shall not be included in the \$1000 allocation amount.
- 3.5. The Municipality may also provide required corporate training to all members of Council that shall not be taken from individual Council member allocations under this policy.

4. Meal Allowance

- 4.1. Members of Council shall receive a flat rate meal allowance of \$75 per day for meals.
- 4.2. Alcoholic Beverages are an ineligible expense. Members should request a separate bill for alcoholic beverages. Any costs for alcoholic beverages will not be reimbursed or paid by the Municipality.
- 4.3. Member are required to submit detailed receipts for all meals. The debit or credit card receipt is not sufficient.

5. Mileage

- 5.1. Mileage shall be calculated in accordance with CRA Rates.
- 5.2. Mileage shall be calculated from the closer of
 - 5.2.1. the Member's home; or
 - 5.2.2. starting point (if embarking from a location other than their home or qualifying address); or
 - 5.2.3. qualifying address to the location.
- 5.3. Mileage may be claimed for travel to and from all Conferences, Trainings, Seminars or Workshops in accordance with this policy and will not be included in the allocation amounts.

6. Per Diems

- 6.1. Members may claim per diem for each day of the conference or training/education.
- 6.2. Per diems may only be claimed on a day for travelling if the location is 200 kms or more away.
- 6.3. Per diems shall be calculated based on the "per meeting pay" in the Council Remuneration Policy.
- 6.4. Per diems shall be over and above the allocated budget amounts in sections 2 and 3.

7. General:

- 7.1. Reimbursement or payment by the Municipality for any expense will not be made if it is not specifically provided for in this Policy.
- 7.2. All expenses must relate specifically to the business of the Municipality or municipal governance.
- 7.3. Members must provide proper documentation including detailed original receipts, conference or training agendas and detailed invoices. Credit Card or debit copies only are not sufficient and will not be accepted.
- 7.4. Expenses must be claimed in the year they were incurred and all receipts shall be submitted within 1 month of the year end.
- 7.5. Unused allowance amounts can not be carried over to future years.
- 7.6. The Municipality will not approve payment or reimbursement for any campaign or election related conference, training, seminar or workshop in an election year.
- 7.7. Hotel rooms will only be paid for attendees the evening before the conference or training if it is located 100 kms or more away.

- 7.8. Advanced bookings and discounts shall be used whenever possible and appropriate.
- 7.9. Car-pooling and resource sharing is encouraged whenever possible.
- 7.10. Should a member not be able to attend for any reason and no refund is provided, the costs incurred for the registration will be counted as an expense against the budget allocation.
- 7.11. Group booking for registrations and/or hotels may be made available to Members from the Executive Assistant to the CAO/Mayor and paid by the Municipality. Any bookings made in this manner will be coded and deducted from the Member's respective allocation.
- 7.12. All expenses are subject to sufficient funds being available in the current year's allowance.
- 7.13. All amounts listed in the Policy are exclusive of HST.

8. Approval and Review

- 8.1. Approval and review of all expenses shall be in accordance with the approval and review section of the Council Remuneration Policy.
- 8.2. All expenses will be available for inspection by any person at any time and may be posted on the municipal website.

9. Responsibilities

- 9.1. The Finance department is responsible for maintaining and tracking Council expenses related to this Policy.
- 9.2. Members of Council are responsible for submitting forms on a monthly basis.
- 9.3. Members of Council are responsible for exercising good judgment while incurring all expenses in accordance with this Policy.
- 9.4. Members of Council are responsible for monitoring their budget allocation limits and conferring with Finance staff for any clarity and remaining limits.
- 9.5. As required under the Municipal Act 284 (1), The treasurer of a municipality shall in each year on or before March 31 provide to the council of the municipality an itemized statement on remuneration and expenses paid in the previous year.