



Corporate Procedure

Conference and Seminar Attendance for County Council Members Procedure

Approved by: County Council

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By-law: 5022-18

Last Revision Date: 2018

Replaces: G-GEN-007-001 & ADM-04-07

Scheduled for Review by: 2023

Procedure Number: 3-7

Section: Governance

Purpose

To provide a consistent procedure for attendance at conferences by members of County Council.

Scope

This procedure applies to County Council Members only in respect to Conference and Seminar attendance and reimbursement of associated costs. This procedure does not apply to Alternate Members of Council.

1.0 Definitions

- 1.1 "A.M.O." means the Association of Municipalities of Ontario
- 1.2 "F.C.M" means the Federation of Canadian Municipalities
- 1.3 "GLSLCI" means Great Lakes and St. Lawrence Cities Initiative
- 1.4 Human Services Symposium
- 1.5 "O.G.R.A" means the Ontario Good Roads Association
- 1.6 "R.O.M.A" means the Rural Ontario Municipal Association

2.0 Eligibility

- 2.1 The County of Grey Conference Policy for County Councillors will be comprised of the following provisions:

- a) Conferences eligible for payment under this by-law are limited to the Association of Municipalities of Ontario (A.M.O.) and its sections and organizations in which the County maintains a membership
- b) Additional conferences require the prior approval of Committee of the Whole with the exception of F.C.M. if held in Ontario.
- c) Members of County Council may attend two conferences per year paid by the County.
- d) The Warden may attend any number of eligible conferences including F.C.M. and Great Lakes and St. Lawrence Cities Initiative at his/her discretion.
- e) Councillors holding positions on Executive Committees of Associations may attend any meetings or conferences of those Associations in addition to the above provisions.

3.0 Seminars

- 3.1 For the purpose of this by-law, Seminar will be defined as one day.
- 3.2 The Warden may attend any number of Seminars at his/her discretion.
- 3.3 Members of Council may attend one seminar relative to County governance in addition to the conferences authorized by this by-law. Additional seminars require the prior approval of Committee of the Whole.

4.0 Reimbursement of Expenses

- 4.1 The County will reimburse the following expenses for Councillors, including the Warden, attending conferences and seminars:
 - a) Transportation (mileage, etc.). Where alternate forms of transportation are available County payment will be limited to the most economical alternative,
 - b) Registration fees,
 - c) Hotel accommodation,
 - d) Parking expenses,
 - e) Meal allowance of \$75.00 per day for Councillors and \$125.00 per day for the Warden, and
 - f) Per diem allowance for each day of conference or seminar attended containing business sessions not to exceed three days.
- 4.2 Notwithstanding 4.1 c) and f), hotel accommodations and per diem allowance will be increased under the following circumstances:

- a) Per diem allowance will be extended to a maximum of four days for conferences which are held geographically 500 road kilometres or more from the County Administration Building to recognize travel time.
 - b) Hotel accommodation will be extended to a maximum of four days for conferences that are held geographically 500 kilometres or more from the County Administration Building to recognize travel time.
 - c) Councillors attending conferences for which they are members of Executive Committees of Associations will receive up to an additional day of per diem if their Executive Committee meets the day prior to the associated conference.
- 4.3 The payment of expenses, with the exception of the meal allowance, will be subject to the submission of proper receipts in support thereof.

5.0 Non-Attendance at Conferences

- 5.1 It is recognized that the early confirmation deadlines imposed by the associations may result in situations where a Councillor must cancel his or her attendance at the conference. All efforts will be made to transfer the registration and/or accommodation to another participant.
- 5.2 In the event that a transfer or refund is not possible, the conference will be counted as one of the Councillor's eligible conferences for the year.
- 5.3 Councillors who cancel attendance because of health related reasons for either the Councillor or an immediate family member will be exempted from this section.

6.0 Membership of Councillors on Municipal Associations

- 6.1 Campaign expenses of County Councillors running for office on Municipal Associations will be paid subject to the prior approval of County Council.
- 6.2 Expenses of County Councillors holding positions on Municipal Associations or their Committees will be reimbursed in accordance with Section 4 of this Procedure.

7.0 Hospitality Suites

- 7.1 The use of hospitality suites will be at the discretion of the Warden.