

<b>To:</b>	Warden Halliday and Members of Grey County Council
<b>Committee Date:</b>	June 14, 2018
<b>Subject / Report No:</b>	CCR-CW-06-18
<b>Title:</b>	Council Conference and Seminar Procedure Update
<b>Prepared by:</b>	Heather Morrison
<b>Reviewed by:</b>	Kim Wingrove
<b>Lower Tier(s) Affected:</b>	N/A
<b>Status:</b>	Recommendation adopted by Committee of the Whole as presented as per Resolution CW152-18; Endorsed by County Council on June 28, 2018.

## Recommendation

1. That Report **CCR-CW-06-18** be received and the **Conference and Seminar Attendance for County Council Members Procedure G-GEN-007-001, as amended, be endorsed; and**
2. That a by-law be brought forward for Council's consideration.

## Executive Summary

Changes to associations that County Council members may attend have changed in recent years. As well, a resolution approved in early 2018 provided allowance for an additional night of accommodation if a member was attending a conference more than 500 kilometres from the County Administration Building. The updated procedure encompasses these changes.

## Background and Discussion

Attendance at conferences provides valuable information and insight into municipal issues and allows Council members the opportunity to learn more about specific items or upcoming changes in order to be better prepared in their role as County Councillor. The purpose of this procedure is to establish a clear understanding of opportunities available for Council members and a standard conference and seminar practice.

A number of conferences over the past several years have come and gone and therefore the procedure was in need of updating. The SouthWest Economic Alliance (SWEA) ceased operation in December, 2015. New opportunities such as the Great Lakes and St. Lawrence

Cities Initiative and the Human Services Symposium have emerged over past couple of years and provide valuable insight into issues such as housing and homelessness, engaging indigenous people in human services planning, water protection and resource issues related to municipalities bordering the great lakes and enhancing the municipal role in immigration attraction and settlement.

At the January 25, 2018 Committee of the Whole meeting, a resolution was passed that changed the council conference procedure to allow for an additional night of accommodation prior to the start of a conference where the conference was held in excess of 500 kilometres from the County Administration Building. This change has been incorporated into the updated procedure.

## Legal and Legislated Requirements

There are no legal or legislative requirements associated with this report.

## Financial and Resource Implications

There may be some additional financial costs associated with the additional night of accommodation depending on the numbers of members who attend the conference annually. This can be included in future annual Council operating budgets.

There are no other financial or resource implications related to this report.

## Relevant Consultation

- Internal CAO
- External (list)

## Appendices and Attachments

*Conference and Seminar Attendance for County Council Members Procedure*



# Corporate Procedure

## Conference and Seminar Attendance for County Council Members Procedure

**Approved by:** County Council  
**Last Modified Date:** 2018  
**Scheduled for Review by:** 2023

**Date Approved:**  
**Replaces:** ADM-04-07

**Procedure Number:** G-GEN-007-001  
**Section:** Governance  
**Author:** Clerk's Department

**Parent Policy:** G-GEN-007  
**Sub Section:** General

### References and Related Documents

[Conference and Seminar Attendance County Council Policy](#)

### 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.

### Definitions

- "A.M.O." means the Association of Municipalities of Ontario
- "F.C.M" means the Federation of Canadian Municipalities
- "GLSLCI" means Great Lakes and St. Lawrence Cities Initiative
- Human Services Symposium
- "O.G.R.A" means the Ontario Good Roads Association
- "R.O.M.A" means the Rural Ontario Municipal Association
- Ontario Municipal Southwest Conference
- "O.S.U.M" means Ontario Small Urban Municipalities

### 1.0 Eligibility

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, and the Ontario West Municipal Conference.

- b) Additional conferences require the prior approval of Committee of the Whole.
- 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 the Federation of Canadian Municipalities (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.

## 2.0 Seminars

- a) For the purpose of this by-law, Seminar will be defined as one day.
- b) The Warden may attend any number of Seminars at his/her discretion.
- c) 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.

## 3.0 Reimbursement of Expenses

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.
- f) Per diem allowance for each day of conference or seminar attended containing business sessions not to exceed three days.
- g) Notwithstanding 3 c) and f), hotel accommodations and per diem allowance will be increased under the following circumstances:
  - I. 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 travelling time.
  - II. 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.
  - III. 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.

The payment of expenses, with the exception of the meal allowance, will be subject to the submission of proper receipts in support thereof.

#### 4.0 Non-Attendance at Conferences

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.

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.

Councillors who cancel attendance because of health related reasons for either the Councillor or an immediate family member will be exempted from this section.

#### 5.0 Membership of Councillors on Municipal Associations

- a) Campaign expenses of County Councillors running for office on Municipal Associations will be paid subject to the prior approval of County Council.
- b) Expenses of County Councillors holding positions on Municipal Associations or their Committees will be reimbursed in accordance with Section 3 of this Procedure.

#### 6.0 Hospitality Suites

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