



POLICY & PROCEDURE MANUAL

SECTION	COUNCIL RELATED POLICIES	POLICY NUMBER	1-3-7
SUB-SECTION	GENERAL CORPORATE PROVISIONS	EFFECTIVE DATE	June 14, 2018
SUBJECT	Conference Expenses		

AUTHORITY

PURPOSE:

The Corporation recognizes the importance of having a well-informed Council and encourages Councillors to attend municipal conferences and seminars.

The purpose of this policy is to define the type and amount of expenses, associated with Councillors' attendance at conferences that will be reimbursed by the County of Dufferin.

STATEMENT:

1. This policy will apply to all Councillors of the Corporation.
2. Each Member of Council will be provided an annual \$3,000 budget to attend conferences relating to County business. Members are eligible to use their annual budget at their discretion throughout their term of office. A Councillor will not be allotted the annual \$3,000 during a term as Warden, as conference attendance comes out of the Warden's budget.
3. Conference arrangements and reimbursement are coordinated through the Clerks Division. Council should notify staff in a timely matter if they would like to attend a conference.

4. Only the expenses of Councillors will be subject to reimbursement. Expenses of spouses or companions will not be subject to reimbursement.

5. The following expenses are eligible for reimbursement:

Registration: prepaid by the County

Travel: arranged by County staff or use of own car, km. will be paid at the current County rate (statement of Councillor required) including parking

Accommodation: prepaid by the County or reimbursed upon the submission of a receipt

Meals: meals are eligible at the current County rates; meals included as part of the conference registration are not eligible
The purchase of alcohol is not eligible for reimbursement

6. Councillors shall present all receipts, together with a statement of km. to the Clerk no later than thirty (30) working days after the conclusion of the conference.

7. The conferences that are generally attended for County business include, but are not limited to:

AMO - Association of Municipalities of Ontario

ACRO - Association of Counties and Regions of Ontario

FCM - Federation of Canadian Municipalities

OGRA - Ontario Good Roads Association

OMSSA - Ontario Municipal Social Services Association

OANHSS - Ontario Association of Non-Profit Homes and Services for Seniors

ROMA - Rural Ontario Municipal Association

8. Councillors will present a verbal or written report to Committee or Council after the conference.