

City Council Conference/Per Diem Policy



Section	Date	By-Law Number	Page	Of
City Council	November 21, 2011	126-2011	1	4
Subsection	Repeals By-Law Number		Policy Number	
Travel and Per Diems	70-2011		CC-7-1	

Purpose

To provide for reasonable payment of expenses and define a process to members of Council of the City of Kenora in travelling to and attending approved seminars, conferences, conventions, and social functions, for the primary purpose of education and self-development of their role as a Member of Council, as well as for the promotion of the community.

Policy Statement

The Corporation of the City of Kenora will be responsible for the reimbursement of authorized expenses to the Head and Members of Council incurred in connection with attendance at various seminars, conferences, workshops, conventions, and social functions directly associated with their duty as an elected official for the City.

Approval to Attend

Council Business

Prior to attending any seminar, conference, workshop, convention, and/or social function, Council approval shall be given by way of resolution setting out authorization for those eligible expenses and per diems that may be incurred.

Serving on Other Boards/Associations/Organizations, etc.

In such cases where Members are elected or appointed to serve on District Boards, Associations and/or related Organizations, the Member shall utilize the travel policy of such Board, Association or Organization, should such policy exist. The City of Kenora will only approve expenses in accordance with this policy provided such Board, Association or Organization does not also pay it. Such approval by Council shall be sanctioned by way of resolution to an upset limit of ten (10) days with any additional days also requiring approval by resolution.

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Conferences, Conventions, Seminars, etc.

Registration Fee – full registration costs, with attendance approved by resolution of Council. The number of Council delegates for any one conference/convention is a maximum of four (4) unless deemed otherwise by City Council.

Meals & Miscellaneous – Reimbursement of expenses incurred in excess of maximum limit shall be made if accompanied by receipts and deemed to be in the best interests of the City.

Reimbursement of expenses incurred in excess of maximum limit shall be made if accompanied by receipts and deemed to be in the best interests of the City. Meal Allowance shall be payable in accordance with the current HR Policy for staff to the Mayor and Council while on out-of-city business.

Per Diem – Attendance at conferences and seminars will be paid on the following basis:

- Full Day = based on per day rate as set out in Council's Remuneration By-law, and includes travel days;
- Four (4) hours or less in duration = 50% of approved per rate as set out in Council's Remuneration By-law.

Travel

- by air – the cost of economy air fare and related ground transportation
- by vehicle – the lesser of approved mileage allowance or return economy fare.

Mileage Allowance – Out-of-City Business

Mileage Allowance shall be paid to the Mayor and Council at the same rate under the current HR Policy for staff on an as required basis for out-of-city business only with the use of a personal vehicle.

Telephone Call – one free personal telephone call per day shall be permitted while away on out-of-city business.

Health Insurance – premiums for basic health care insurance coverage while traveling outside of Canada.

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Accountable Travel Advance – requests for an accountable advance for travel shall be made in writing to the Municipal Accountant at least one (1) week in advance of departure. Any such advance must be subsequently reflected in the final travel claim.

Social Functions

Reimbursement of related costs associated with a Council member's attendance at a special function on behalf of the City in an official capacity.

Responsibilities

CAO – shall ensure sufficient funds are included in the annual budget allocations for Council approved convention, seminar, conference and social functions.

Council – shall approve a list of conferences, seminars, conventions, and social functions deemed to be in the best interests of the City for the Mayor and Councillors to attend, and authorize the Mayor and Council attendance through the municipal budget process; shall also consider requests for attendance by Council members to attend conferences, seminars, conventions, and social functions not previously approved.

Companion – expenses incurred for any companion accompanying a Member may be paid in advance by the City, however any such advance payment must be reimbursed to the City on the Member's travel claim for any aspect of the companion's travel expenses.

Council shall submit their Travel Expense Claim Forms (prescribed copy attached to this Policy) for appropriate approval within ten (10) days of the last expense being incurred. Where previous travel claims are outstanding, no further advances or reimbursements for travel shall be authorized or issued.

Claims will be approved as follows:

Council Member Claims	-reviewed by the Mayor
Head of Council Claims	-reviewed by the Finance Chair
Disputed Claims	-reviewed by Council

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Council members attending conferences, seminars, and conventions – shall submit a written report and distribute material obtained in attendance at these functions within two weeks of returning or as otherwise determined by Council.

Effective Date

This policy shall come into force and be effective upon adoption of Council resolution