



9 June 2011

City Council Committee Report

To: Mayor & Council

Fr: Joanne L. McMillin, City Clerk

Re: Revised Conference/Per Diem Policy

Recommendation:

That Council hereby approves changes to a revised Conference/Per Diem Policy to clarify the entitlement to a Per Diem on travel days as well as amending the wording for Meal Allowance and Mileage Allowance to be paid in accordance with current staff policies; and further

That Council give three readings to a by-law to adopt a revised Conference/Per Diem Policy #CC-7-1, to be included in the Comprehensive Policy Manual.

Background:

Section 1.2 with respect to the Per Diem paid at conferences to Mayor and Council has been amended to include provision for the Per Diem to be paid on travel days as well.

Other changes below (shown in red) include a change in the wording for Section 1.1 Meals as well as Section 1.3 Mileage to reflect these items will be paid in accordance with current staff policies which set out the approved rates.

- 1.1 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. **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.
- 1.2 Per Diem
Attendance at conferences and seminars will be paid on the following basis:
 - Full Day = \$125.00 per day, **including travel days;**
 - Four (4) hours or less in duration = 50% of approved rate.
- 1.3 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.

Budget:

N/A

Communication Plan/Notice By-law Requirements:

Accounts Payable; update to be included on SharePoint to replace current policy.