



# Town of Shelburne

## Council Conference Policy

**Policy # 2018-06**

**Enacted By Council: July 23, 2018**

**Motion #10**

**Revised By Council:**

**Motion #**

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### 1.0 Purpose

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

### 2.0 Statement

- 2.1 This policy will apply to all Councillors of the Corporation of the Town of Shelburne.
- 2.2 Each member of Council will be provided an annual \$2,000 budget to attend conferences relating to Town business. This budgeted amount will be reviewed annually.
- 2.3 Conference arrangements and reimbursements are coordinated through the Clerks Office. Council should notify staff in a timely manner if they would like to attend a conference.
- 2.4 Only the expenses of Councillors will be subject to reimbursement. Expenses of spouses or companions will not be subject to reimbursement.
- 2.5 The following expenses are eligible for reimbursement:
  - Registration – prepaid by the Town.
  - Travel – arranged by Town staff or use of own car, km will be paid at the current reimbursement rate, including parking.
  - Accommodation – prepaid by the Town or reimbursed upon the submission of a receipt.

- Meals – meals are eligible for reimbursement, meals included as part of the conference registration are not eligible.
- The purchase of alcohol is not eligible for reimbursement.

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

2.7 The conferences that are generally attended for Town business include, but are not limited to:

- AMO – Association of Municipalities of Ontario
- OGRA – Ontario Good Roads Association
- ROMA – Rural Ontario Municipal Association
- FCM – Federation of Canadian Municipalities

Other conferences or seminars focusing on current community and municipal issues are also eligible.

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

2.9 If any member of Council chooses not to utilize their budgeted allotment they will advise the Clerk in writing and monies will be distributed amongst other members of Council as requested.

2.10 The Mayor and Deputy Mayor have allocated funds available to them in the County of Dufferin Conference Policy therefore they are not included in this policy.