

THE CORPORATION OF THE TOWNSHIP OF SOUTHGATE

BY-LAW NUMBER 2024-103

being a By-law to adopt the "Council Conference and Seminar Attendance Policy"
known as Policy Number 2

Whereas the Municipal Act, S.O. 2001, Chapter 25, as amended, Section 5 (3), states that municipal power, including a municipality's capacity, rights, powers, and privileges, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise; and

Whereas the Municipal Act, S.O. 2001, Chapter 25, as amended, Section 9, provides that a municipality has the capacity, rights, powers, and privileges of a natural person for the purpose of exercising its authority under this or any other Act; and

Whereas the Council of The Township of Southgate has deemed it desirable to adopt a Council Conference and Seminar Attendance policy;

Now therefore be it resolved that the Corporation of the Township of Southgate hereby enacts as follows:

1. **That** the "Council Conference and Seminar Attendance Policy" known as Policy No. 2, attached hereto as Schedule A is hereby adopted; and
2. **That** by-law 2022-115 is hereby repealed;
3. **That** this by-law shall come into force and effect on the date of its passing.

Read a first, second and third time and finally passed this 7th day of August 2024.

Original Signed By

Brian Milne – Mayor

Original Signed By

Lindsey Green – Clerk

TOWNSHIP OF SOUTHGATE
Policy #2
Council Conference and Seminar Attendance Policy
Council Approval: August 7, 2024



1. Purpose

The Township of Southgate encourages Members of Council to attend conferences and educational events related to municipal governance as these functions provide opportunities for education and networking. This policy provides a consistent procedure for attendance at Conferences and Seminars/Workshops for members of Council and related expenditures.

2. Scope

This policy applies to all members of Council in respect to Conference and Seminar/Workshop attendance and associated costs.

3. Definitions

3.1 "AMO" means the Associations of Municipalities of Ontario.

3.2 "Eligible Conferences" include the annual AMO, FCM, OACA, OAPSB, OGRA, OSUM, OWMC and ROMA conferences.

3.3 "Eligible Expense" means an expense that is in accordance with this Policy that the Township will reimburse or pay directly.

3.4 "FCM" means the Federation of Canadian Municipalities.

3.5 "Ineligible Expense" means an expense that is not provided for in this policy and will not be reimbursed or paid directly by the Township.

3.6 "OACA" means the Ontario Association of Committees of Adjustment and Consent Authorities.

3.7 "OAPSB" means the Ontario Association of Police Service Boards.

3.8 "OGRA" means the Ontario Good Roads Association.

3.9 "OSUM" means Ontario Small Urban Municipalities.

3.10 "OWMC" means the Ontario West Municipal Conference.

3.11 "ROMA" means the Rural Ontario Municipal Association.

3.12 "Seminar/Workshop" shall be defined as a one-day educational event.

4. Eligibility

4.1 The Mayor may attend three (3) eligible conferences per year paid by the Township.

4.2 The Deputy Mayor and Councillors may attend two (2) eligible conferences per year paid by the Township.

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- 4.3 Members of Council may attend one (1) seminar/workshop per year, that requires a registration fee, to a maximum of \$500.00, paid by the Township.
- 4.4 The Deputy Mayor and Councillors may only attend the FCM Conference within Ontario.
- 4.5 The OAPSB Conference may only be attended by the member who is appointed to the Grey Bruce OPP Joint Detachment Board at the time of the conference.

5. Procedure

- 5.1 In the fall/winter of every year the Clerk's Office will request that members submit a list of conferences they wish to attend in the upcoming year and staff will prepare the budget accordingly.
- 5.2 All conference and accommodation registrations shall be made through the Clerk's Office to ensure accurate and consistent record keeping.
- 5.3 Following attendance at a conference or seminar/workshop, members must submit a Conference or Seminar/Workshop Evaluation form, included as Schedule A to this policy, to the Clerk's office within three (3) months of the event. Evaluation forms will be placed on a public Council meeting agenda following receipt.

6. Expenses and Reimbursements

- 6.1 The Township will pay directly the following eligible expenses for conferences:
 - a) Registration fee,
 - b) Accommodation fee, to a maximum of three (3) days,
 - c) Per diem for each day of the conference attended containing business sessions, to a maximum of three (3) days and in accordance with Policy No. 21 – Council Member Compensation Policy,
 - d) Notwithstanding clauses 6.1 (b) and 6.1 (c) above, accommodations and per diems will be extended to a maximum of four (4) days for conferences that are geographically more than 500 kilometers from the Township Administration Office to recognize travel time.
- 6.2 The Township will reimburse (in accordance with Section 6.5) the following eligible expenses for conferences:
 - a) Meal allowance of \$75 (including tips and taxes) per each day of the conference attended containing business sessions, to a maximum of three (3) days,

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- b) Notwithstanding clause 6.2 (a) above, the meal allowance will be extended to a maximum of four (4) days for conferences that are geographically more than 500 kilometers from the Township Administration Office to recognize travel time,
 - c) Mileage, in accordance with Policy No. 22 – Vehicle Use and Safety Policy,
 - d) Parking expenses.
- 6.3 The Township will pay directly or reimburse the following eligible expenses for seminars/workshops:
- a) Registration fee,
 - b) Mileage, in accordance with Policy No. 22 – Vehicle Use and Safety Policy,
 - c) Parking expenses,
 - d) Per diem allowance for one day of the seminar/workshop and in accordance with Policy No. 21 – Council Member Compensation Policy.
- 6.4 The following are ineligible expenses that shall not be reimbursed or paid directly by the Township:
- a) Personal or companion expenses,
 - b) Sightseeing expenses,
 - c) Upgraded room costs,
 - d) Companion program costs,
 - e) Conference social costs not included with registration,
 - f) Alcohol.
- 6.5 Reimbursement of expenses will be subject to the submission of proper receipts in support thereof. Credit or debit copies only are not sufficient and will not be accepted.
- 6.6 Receipts must be submitted within three (3) months of the expense being incurred. Submissions received after three (3) months shall not be accepted or reimbursed.
- 6.7 Reimbursements shall be claimed with the Member’s monthly Council expenses and will be paid with the regular monthly deposit.
- 6.8 If purchasing alcohol with a meal, members are encouraged to request a separate meal receipt for submission.

7. Non-Attendance at Conferences

- 7.1 If a member must cancel their attendance at a conference, notification shall be given to the Clerk’s Office at least thirty (30) days prior to the event.

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- 7.2 If a member must cancel their attendance, all efforts will be made to first receive a full refund for the registration and/or accommodation. If a full refund cannot be obtained, every effort will be made to transfer the registration and/or accommodation to another participant.
- 7.3 If a refund or transfer is not possible, the conference will be counted as one of the member's eligible conferences for the year.
- 7.4 Members who cancel attendance because of health-related reasons for either themselves or an immediate family member are exempt from this section.

8. Exceptions

- 8.1 Any exception to this policy requires the approval of Council.

Schedules:

Schedule A – Conference or Seminar/Workshop Evaluation

Reference Policies:

Policy No. 21 – Council Member Compensation, Expenses and Meeting Claims

Guidance Policy

Policy No. 22 – Vehicle Safety and Use Policy

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Schedule A

Conference or Seminar/Workshop Evaluation Form

Participant's Name: _____

Course/Workshop/Conference:	Overall Evaluation: Excellent Good Average Poor
Association /Institution Provider:	Name of Instructor:
Dates of Attended:	
Purpose of Attending:	
Please summarize the contents and the main points of the course: (Attach additional pages if necessary)	
Will you use this information in your role? If yes, explain how:	
Do you recommend that other Council Members/Staff attend this course? If so, who and why:	
Should similar course material be presented in house? If yes, by whom?	
Signature:	Date: