

COUNCIL POLICIES AND PROCEDURES

SECTION - C

REMUNERATION AND BENEFITS POLICIES

SUBJECT: Conference / Municipal Related Activities Expenses
Number C - 10

APPROVAL DATE: September 10, 2008

LEGISLATIVE AUTHORITY: Section 65 (r) and (s) of the MGA

PREAMBLE: It shall be the policy of Council to compensate members of Council or Municipal employees for reasonable expenses incurred when participating in activities related to Council/Municipal business provided that appropriate prior authority is obtained in accordance with this policy.

TERMS: This policy shall apply to members of Council and Municipal employees.

The Municipality agrees to pay the cost of registration, reasonable class of accommodations, meals not covered by registration and direct travel expenses for Council representatives in accordance with current policies for attendance at out-of-town conferences and municipal related activities subject to prior approval of Council.

The Municipality agrees to pay the cost of registration, accommodations, meals not covered by registration and direct travel expenses for Municipal employees in accordance with current policies for attendance at out-of-town conferences and municipal related activities subject to prior approval by CAO/Director/Supervisor and in accordance with approved budget.

If an elected official or employee, for his or her own convenience, travels by an indirect route or interrupts travel by the most economical route, the elected official or employee shall bear any extra expense involved. Reimbursement for such travel shall be for only that part of the expense as would have been necessary in order to travel.

The individual member of Council or employee who plans to attend out-of-town conferences/municipal related activities shall be solely responsible to co-ordinate all registrations, bookings, schedulings, cancellations etc. associated with out-of-town municipal related activities to be paid for by the Municipality. Assistance with registrations, scheduling etc. may be provided or co-ordinated by the Municipal Clerk or Supervisor. This will provide the Municipality with a preferred level of service at competitive rates. However, the final responsibility for all matters related to out-of-town municipal activities shall be the responsibility of the individual member of Council or employee attending the activity.

Travel Advances: Travel advances will be submitted to the Finance Department subject to the approval of the CAO or in his/her absence, the Director of Finance, at least five working days prior to the required date.

Members of Council or Municipal employees who register for conference/municipal related activities that result in fees/costs and do not attend the conference/municipal related activities shall be responsible for any and all costs incurred by the Municipality except if attendance was not permitted for the following reasons:

- illness (personal or immediate family)
- weather conditions
- travel emergencies
- municipal emergencies
- other reasons as approved by Committee of the Whole from time to time upon request

From time to time, there may be instances where there are conflicting opinions as to the acceptability of specified expenses between the claimant and authorizing personnel. These matters shall be referred to Committee of the Whole for direction.

All expenditures and/or expense claims are subject to review and internal and external audit verification.

For expenses not billed directly to the Municipality, all lodging, meals, parking fees and other incidental expenses will be reimbursed upon submittal to the Municipal Clerk on the proper "Expense Claim" form along with receipts except:

- Claims per diem for meal allowance.
- Incidental expenses of less than \$5.00 (parking, bridge/highway tolls, etc.)
- Claims for personal vehicle allowance.

Income Tax Act: Reporting requirements may include some items as taxable income or taxable benefits.

When two or more councillors and/or employees are attending the same seminar, convention or meeting, car pooling shall be practised whenever possible.