



MUNICIPALITY OF THE COUNTY OF PICTOU CONFERENCE/SEMINAR/TRAINING ATTENDANCE & EXPENSE REIMBURSEMENT POLICY

In accordance with Section 65 (s) of the *Municipal Government Act*, being Chapter 18 of the Revised Statutes of Nova Scotia, 1998, the Municipal Council for the Municipality of the County of Pictou hereby enacts a policy with respect to Conference/Seminar/Training Attendance and Expense Reimbursement as follows:

CONFERENCE ATTENDANCE

1. The Warden shall be permitted to use his/her discretion with respect to the number of seminars and/or conferences attended on behalf of the Municipality.
2. Elected officials shall be permitted to attend a maximum of four (4) seminars and or conferences of his/her choice in the Provinces of New Brunswick, Nova Scotia and Prince Edward Island (Maritime Region).
3. Requests to attend any conference and/or seminar outside of the Maritime Region, with the exception of the annual conference of the Federation of Canadian Municipalities, shall be considered on an individual basis by the Financial Services Committee who shall make a recommendation to Council with respect to attendance.

UNION OF NOVA SCOTIA MUNICIPALITIES

4. All members of Council shall be permitted to attend the Annual Conference of the Union of Nova Scotia Municipalities.
5. The Annual Conference of the Union of Nova Scotia Municipalities shall not apply towards the maximum number of conferences and/or seminars.

FEDERATION OF CANADIAN MUNICIPALITIES

6. The Warden or their designate shall be entitled to attend the Annual Conference of the Federation of Canadian Municipalities each year.
7. Notwithstanding clause 5, the maximum number of elected delegates permitted to attend the conference in any year shall be set at four (4).

8. Applications for attendance shall be submitted to the Financial Services Committee in December for the purpose of determining the delegates.
 - (a) If required, a random draw shall be made to select the delegates, should the number of delegates wishing to attend the conference exceed four (4).
 - (b) Any Council Member not attending a conference previously during the Council term shall be given precedence over a member who has already attended a conference.
9. Where an elected official fails to attend a conference and/or seminar for which the Municipality has paid registration fees and/or hotel deposits/guarantees for reasons other than those listed in Section 5 of the Council Remuneration Policy and penalties are incurred for all or a portion of those costs, the elected official will be financially responsible for those penalties and/or costs.
10. The Council reserves the right to approve the mode of travel which is in the best interest of the Municipality.
 - (a) Where a Municipal Councillor decides to use their own automobile to travel to the Federation of Canadian Municipalities Conference, rather than flying to the conference site, the Municipality shall reimburse the Councillor an amount equal to the average transportation costs of the other members of Council attending the conference, plus the equivalent of mileage reimbursement to the airport.
 - (b) Air travel will be reimbursed at the economy fare rate.
11. Each Councillor attending the conference shall file a summary report with the Municipal Council within two months of returning from the conference.
 - (a) The report shall provide a summary of the topic and may include brochures, handouts, or any other material that may be useful in informing the Council of the subject area.
12. When the Annual Conference of the Federation of Canadian Municipalities is held within the Maritime Region, all Councillors may attend.

SENIOR STAFF

13. The Chief Administrative Officer or their designate and one other senior staff member shall be permitted to attend the Annual Conference of the Federation of Canadian Municipalities, provided that the expenditure for attendance at

conference and training sessions remains within their annual budget allotment for conferences and training.

14. The Chief Administrative Officer will authorize all conference attendance by each Department Head and ensure that the expenses will remain within budget allotments.

HOTEL ACCOMMODATIONS

15. The Municipality will arrange to provide hotel accommodations for representatives of the Municipality attending authorized conferences, seminars, training and/or meetings on behalf of the Municipality under the following circumstances:
 - (a) Events held outside the Province of Nova Scotia;
 - (b) Multi-day events held in the Province of Nova Scotia at locations outside of Pictou County.
16. Where, in the opinion of the supervising authority, it is necessary for the representative to depart prior to 7:00 a.m. in order to be present for the start time of the event, or it is not possible or practical for the representative to return following the conclusion of the event by 9:00 p.m., hotel accommodations for the evening prior to the event (or the evening following the event) may be authorized at the discretion of the supervising authority.
 - (a) For municipal employees, departure and return points shall be the Municipal Administration Building.
17. Wherever possible, arrangements will be made for invoices for hotel accommodations, together with related expenses for parking and taxes, to be forwarded directly to the Municipality for payment.

EXPENSES

18. Claims for expenses shall be submitted to the Finance Department for payment on a monthly basis.
 - (a) an expense form is to be completed and signed by the Councillor or Committee member prior to any reimbursement.
19. All members of Council shall be paid an allowance for travel at the rate of \$0.40 per kilometer.
20. All members of Council shall be paid an allowance for travel at the rate described in clause 9, for actual distance traveled once each day to go to, and return from, every daily session of a meeting of the Council or of a Committee.

21. An allowance for meal expenses shall be paid at a rate of \$80.00 per day.
 - (a) Reimbursement shall only occur when receipts are submitted;
 - (b) The meal allowance shall reimburse the Councillor or Committee member for the cost of the meal, plus sales tax, plus gratuity (20 percent maximum);
 - (c) The purchase of alcoholic beverages is not included in the meal allowance and will not be reimbursed.

22. The actual cost of travel and accommodations for Councillors or Committee members attending to the Municipality's business will be reimbursed.
 - (a) Reimbursement for mileage will be at the rate determined by Council pursuant to section 19 of this policy;
 - (b) Council members may submit for reimbursement: receipts for taxi fare to and from an airport to their hotel accommodations, should the mode of travel to attend the conference or meeting be by air;
 - (c) Council or Committee members may submit for reimbursement: receipts for taxi fare to and from their hotel accommodations to the conference or meeting location, in the event that they are different;
 - (d) Council or Committee members may submit for reimbursement receipts for parking and road tolls;
 - (e) Council members may claim a maximum of \$10.00 per day for parking and road tolls without receipt.

23. Policy #2016-11-21 and all other policies with respect to conferences/seminars/training expenses for representatives of the Municipality are hereby repealed.