



## County of Essex Policy Manual

### Conference/Convention Attendance – Members of Council

<b>Policy Number:</b>	94-004
<b>Approved by:</b>	County Council
<b>Department:</b>	All Elected Officials of the Corporation
<b>Date Approved:</b>	2021-04-07
<b>Effective Date:</b>	2021-04-07
<b>Originating Department:</b>	Council and Community Services
<b>Last Revision Date:</b>	2008-12-17
<b>Scheduled for Review By:</b>	
<b>Replaces Policy No:</b>	

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#### 1.0 Purpose

- 1.1 To establish a policy that recognizes the need for members of Council to improve their knowledge and keep abreast of the changing technologies and attitudes for conducting the business of the Corporation of the County of Essex (Corporation).
- 1.2 Such recognized programs include, but are not necessarily restricted to, conferences, seminars, and workshops.
- 1.3 To ensure a consistent procedure for managers in administration of this policy.

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#### 2.0 Scope

Applies to all elected officials of the Corporation.

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#### 3.0 Responsibilities

County Council is responsible to ensure that all such attendances are legitimate for the business of the Corporation and that by such

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attendance said members of Council will be better capable to carry out the duties of their office.

- 3.1 The Warden is responsible for ensuring strict adherence to this and subsequent policies that may, from time to time be revised to meet the changing needs of the Corporation.

## 4.0 General

### 4.1 County Councillors

- 1) Conference Registrations - The total annual conference allowance per Councillor, **per year**, shall not exceed \$3,500.00 plus one such registration for the Councillor and one such spousal registration **not to exceed \$300**.
  - a) Per Diem - The conference attendance per diem is \$160.00 **per day**. The per diem shall be limited to the number of days that the delegate attends, **either in person or virtually**.
  - b) Meal Allowance - The meal allowance for a conference is \$75.00 **per day, when attending in person. There is no meal allowance paid when the event has virtual attendance**.
  - c) Accommodation - Hotel room accommodation shall be paid at the conference rate for the duration of the event, including travel time up to a maximum of 3 days.
  - d) Transportation - Delegates using his/her personal vehicle shall be reimbursed at the current rate per kilometer as established by the Canada Revenue Agency, as the rate allowable as a tax-exempt allowance. Other means of ground transportation such as rail, shall be reimbursed to a maximum of the economy rate. When it is more economical to use air transportation than ground, air transportation shall be reimbursed at economy air service rates. Whenever possible, Councillors are

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- encouraged to travel together in order to reduce transportation costs.
- e) Parking - Parking shall be reimbursed based upon the actual hotel parking rates for the number of days accommodations are reimbursed.
  - f) Incidental Expenses - Incidental expenses related to attendance at the conference, not covered by the registration, meal allowance, per diem, transportation or accommodation clauses of this policy may be reimbursed from receipts.
  - g) Expenses above are payable only on behalf of the County Councillors excluding the Councillor's spouse.
- 2) The Corporation recognizes that periodically there are conferences held outside the Province of Ontario at which the Corporation would benefit. Attendance in this instance is not restricted to the allowance as set out in [4.1 \(a\)](#) above.
- a) On two occasions during a Councillor's four-year term, said Councillor may attend an out-of-province conference in lieu of any other conference that year.
  - b) The per diem of \$160.00 will apply to the actual number of days of conference attendance.
  - c) The per diem meal allowance is \$75.00 [per day, when attending in person. There is no meal allowance paid when the event has virtual attendance](#). Air transportation shall be limited to economy air service, for Councillors only.
  - d) All legitimate expenses, excluding registration, accommodation and meal allowance per diems, must be supported by proper receipts.
- 3) Deviation from this policy requires the Warden's approval.

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### **5.0 Exceptions**

The Warden is not limited to the restrictions of this policy but shall be limited by the budget as approved by County Council.