

THE CORPORATION OF THE MUNICIPALITY OF ARRAN-ELDERSLIE

BY-LAW NO. 38-2021

BEING A BY-LAW TO ADOPT A CONFERENCE/CONVENTION POLICY

WHEREAS Section 5(3) of the Municipal Act, 2001, S.O. 2001, c.25, amended, provides that a municipal power shall be exercised by by-law; and

WHEREAS Section 8(1) of the Municipal Act, 2001, S.O. 2001, c.25, amended, provides that the powers of a municipality under this or any other Act shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues; and

WHEREAS Section 9 of the Municipal Act 2001, S.O. 2001, c. 25, as amended, grants municipalities the rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act; and

WHEREAS Council of the Corporation of the Municipality of Arran-Elderslie deems it expedient to establish policies;

NOW THEREFORE COUNCIL OF THE CORPORATION OF THE MUNICIPALITY OF ARRAN-ELDERSLIE HEREBY ENACTS AS FOLLOWS:

1. THAT the Council of the Corporation of the Municipality of Arran-Elderslie hereby adopts the Conference/Convention Policy as contained in the attached Schedule "A" to this by-law.
2. THAT Schedule "A", the Conference/Convention Policy Policy, forms part of this by-law.
3. THAT this By-law may be cited as the "Conference/Convention Policy."
4. THAT this By-law shall come into force and take effect upon receiving the final passing thereof.
5. THAT this By-Law and attachment thereto shall rescind and replace any previous Conference/Convention Policy.
6. THAT By-Law 54-2019 is hereby rescinded.

READ a FIRST and SECOND time this 25th day of May, 2021.

READ a THIRD time and finally passed this 25th day of May, 2021.

Steve Hammell, Mayor

Christine Fraser-McDonald
Acting CAO

Municipality of Arran-Elderslie
Corporate Policy – Schedule “A” to By-law XX-2021

Policy Name:	Conference/Convention Policy	Policy No: CL-2019-02
Department:	Municipality Wide	
Effective Date:	September 9, 2019	
Date Revised:	May 25, 2021	
Authority:	Council	

Policy Statement:

It is the Municipality’s policy to reimburse staff for specific expenses as provided herein incurred the Municipality’s behalf while on authorized Municipal business. Such expenses must be reasonable in the circumstances and must be necessary and incidental to the performance of the municipal business. The policy is not intended to reimburse staff for expenses of a purely personal nature.

The Municipality of Arran-Elderslie encourages staff to become involved in conferences, conventions, training courses and workshops in order to network with other professionals and further develop their skills and knowledge.

Purpose:

This policy is for the guidance and direction of the Municipality of Arran-Elderslie staff who incur expenses while travelling on authorized Municipal business. Such persons are expected to use discretion and good judgment in all matters where municipal funds are spent.

Procedure:

- a) this policy applies to full-time staff.
- b) that no more than three (3) Members of Council or Staff attend a single conference/convention unless the conference/convention is one which is so diversified in nature that it requires greater attendance or receives prior special Council approval.
- c) that the Municipality pay 100% of accommodations.
- d) that the Municipality pay mileage at the approved rate plus parking expenses supported by receipts.

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- e) that the Municipality pay 100% of registration fees.
- f) that the meal allowance shall be a maximum of \$60 per day, less meals included in the registration fee.
- g) that the Municipality shall not pay any expenses for the spouse/companion of Staff.
- h) that no overtime will be paid to Staff for attending after hours or for travel time

Ineligible Expenses:

Ineligible expenses include:

- Spousal or family expenses
- Personal entertainment (hotel bar charges, movies, etc.)
- Personal side trips while travelling
- Flight insurance premiums
- Charges for excessive personal luggage
- Personal long distance telephone charges
- Meals already included in the conference/convention package

Policy Review:

This policy shall be reviewed in accordance with the Municipality’s policy review schedule.

*** May 25th, 2021 – amended to removed reference to Members of Council.*