



Title: Council Professional Development and Expenses Policy	Internal/ External
Department: Corporate Services	Policy Number: CS-034
Approval Date: April 3, 2012	Implementation Date: April 4, 2012
Revision Date: April 18, 2023	Implementation Date: April 19, 2023

BACKGROUND

The reimbursement of expenses incurred by a member of council during the conduct of municipal business is guided by the *Municipal Councillor Remuneration and Reimbursement Regulations, 2001* and Section 205 of the *Municipalities Act, 1999*.

PURPOSE

This policy provides guidelines regarding the authorization and types of expenses that may be incurred by the Mayor and Council in carrying out their duties as members of Council.

POLICY STATEMENT

The Town of Paradise is committed to ensuring that public resources are used in an efficient, effective, and accountable way and recognizes the importance of encouraging and supporting Council members in professional development activities that will enhance their knowledge and expertise related to their role and duties on Council. The Town will reimburse members of Council for all authorized expenses incurred within the limits and guidelines established in this policy.

SCOPE

This policy applies to the Mayor, Deputy Mayor, and all Councillors of the Town of Paradise.

1. Approval Authority

Funds are budgeted annually for professional development and expenses incurred by Council members in the conduct of municipal business. A council member shall not spend more than their annual budget allocation without prior approval of council. In extenuating circumstances, the CAO may approve

additional expenses above a member's annual allocation which shall be ratified at the next public council meeting.

2. Professional Development and Training

Eligible expenditures must be relevant to the member's role on a committee and may include but are not limited to, activities specific to legislative and governance roles and functions, strategic policy development, fiduciary accountabilities, community leadership and public and media relations.

- 2.1 Eligible professional development expenses include registration costs for courses, conferences, seminars, workshops, and associated applicable transportation, out of town accommodation, meals etc pursuant to this policy.
- 2.2 Councillor attendance at the Municipalities Newfoundland and Labrador (MNL) annual conference, will be subject to the annual budget allocation for the conference and will not result in a deduction in a council member's annual budget allocation unless the total cost is in excess of the approved conference budget. Where the number of council members interested in attending the annual conference is more than that budgeted, the mayor will decide on the final list of participants.
- 2.3 The Mayor may attend the Urban Municipalities Conference (UMC), Atlantic Mayors Conference, Large Municipalities Caucus (LMC) and all Municipalities Newfoundland and Labrador events with no deduction from their annual budget allocation. Where the Mayor is unable to attend either the UMC or LMC, another member of Council may attend the UMC with no deduction from their annual budget allocation and the Deputy Mayor may attend the LMC without deduction.
- 2.4 As part of Council's commitment to transparency and accountability a report of all travel and professional development shall be reviewed quarterly at the Administration and Corporate Services Committee and posted to the Town's website.
- 2.5 All professional development and travel shall be coordinated through the Administrative Assistant to the CAO and Council. All requests must be submitted at least 14 days prior to the commencement of the event or travel.

3. Transportation / Travel

- 3.1 Use of Personal vehicle - Council members using their vehicle for Town business are responsible for verifying if additional insurance is required for the business use of their vehicle. Any additional fee for insurance shall be reimbursed. Members will be reimbursed for mileage incurred in the conduct of Town business in accordance with the rate set by the Provincial Government.
- 3.2 Council members may use a rental vehicle for out-of-town travel; however, receipts must be provided.
- 3.3 Town owned vehicles may be used for travel where it is more economical to do so, with prior permission from the Chief Administrative Officer.
- 3.4 All air travel should be at the most economical airfare available that includes seat selection and baggage and the most direct route.
- 3.5 Only the day prior to and the day after a conference will be considered for reimbursement of expenses. Should scheduling difficulties occur requiring additional travel time (i.e., Flight schedules, late arrivals, weather) additional time may be given. If it is financially advantageous to extend travel time due to airline scheduling, the extended stay will be a valid expense provided that supporting documentation is submitted.

4. Accommodations

- 4.1 Reasonable expenses for commercial accommodation supported with original receipt and/or documentation will be reimbursed.
- 4.2 Non-commercial accommodation shall be reimbursed at a rate of \$40 per night.

5. Personal Expenses

- 5.1 Out of Town Per Diem Allowance – A per diem may be claimed by the traveler to cover out-of-pocket costs exclusive of accommodation and transportation. Items for which this allowance is intended include meals, gratuities, and incidental expenses. Payment of this per diem will be based on the number of days away from home. 50% of the eligible per diem will be paid for each partial day.

<u>Canada</u>	<u>USA</u>	<u>Europe</u>
\$100 CDN	\$100 USD	\$125 EURO

5.2 Reasonable out-of-pocket expenses incurred for items such as meals and other incidentals in the conduct of pre-approved municipal business that does not require an overnight stay shall be reimbursed, however, receipts must be provided.

6. Loss of Income

Council members will be reimbursed for loss of income, that is an actual loss of substantiated income, or the use of personal vacation entitlements utilized to attend professional development and training events on a pro-rated basis not to exceed \$250.00 per day.

The position of Mayor is the official spokesperson of the Town and as such will be required to attend and speak at all media events and meet with other government officials on behalf of Council. In these situations, where the Mayor, or designate has an actual loss of substantiated income, or is required to use personal vacation entitlements, they will be reimbursed up to a maximum of \$250.00 per day on a prorated basis.

7. Responsibilities

Members of Council are responsible to:

- a) Ensure awareness and understanding of this policy.
- b) Complete all required expense forms.
- c) Ensure expenses are within the approved budget.
- d) Ensure adequate insurance coverage is maintained for Town business use of personal vehicle where required; and
- e) Log mileage for use of personal vehicle for Town business.

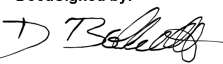
REVISION HISTORY

Policy Approval	April 4, 2012
Policy Revision Approval	April 19, 2023
Motion Number	M23-124

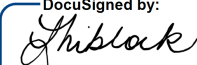
REVIEW OF POLICY

- 1. The policy will be reviewed as required.
- 2. The Director of Corporate Services shall submit recommendations to change the policy to the Administration and Corporate Services Committee; and
- 3. All changes to the policy require final approval and adoption of Council.

APPROVAL

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Mayor: _____

October 19, 2023 | 10:39:13 AM NDT
Date: _____

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Chief Administrative Officer: _____

October 16, 2023 | 7:16:33 AM NDT
Date: _____