

THE CORPORATION OF THE MUNICIPALITY OF KINCARDINE P O L I C Y

POLICY NO.: GG.1.4

SECTION: GENERAL GOVERNMENT –
COUNCIL/COMMITTEES/STAFF

TITLE/SUBJECT: CONFERENCES AND CONVENTIONS - EXPENSES

ADOPTED DATE: February 17, 1999

REVISION DATE: October 17, 2007

1. Travel and convention expenses for members of Council, committees and staff shall only be paid if authorized in advance by Council by means of the annual budget.
2. Per diem remuneration is \$150.00 per day for out-of-town meetings or conferences or seminars and \$80.00 per ½ day. (For Council and Committee Members on the 7 master standing committees of council)
3. Meals up to \$100.00 per day, with receipts. Supplied meals are exempted.
4. Travel by air, if more economical. If not, by rail, bus or automobile. The rate per kilometre for use of own automobile shall be established by Bruce County. The corporation vehicle(s) will be used when available and practical. The least expensive mode of transportation available will be used.
5. Parking fees, at cost, supported by receipts.
6. Taxi fares or rental vehicles where the travelling arrangements make the use of these necessary.
7. All approved accommodation charges.
8. Reasonable tips and gratuities.
9. Extraordinary expenses only if approved by the Mayor or C.A.O. with the ability to appeal the decision to Council.
10. The municipality will not pay the costs incurred due to a spouse accompanying the member to go to an approved event unless prior approval has been given by Council.

11. Entertainment expenses must be approved by the Mayor or CAO or the appropriate committee. Banquet tickets or event based activities at a conference will be an approved expense.
12. Per diem remuneration for members of Council and Committee Members of the 7 master standing committees of council will only be paid for the duration of the conference. Half-day conferences will only qualify for a half day per diem rate. Travel time does not qualify for per diem payment.
13. The following schedule shall be used to reference the proper authorization for municipal travel/business meetings/conferences.

<u>Event</u>	<u>Authorization</u>	<u>Comment</u>
1. Provincial business meeting/ conference.	Annual Budget	Funds must be available
2. Out of Province business meeting/conference	Annual Budget and Council Resolution	A request report for out of Province travel must be submitted to Council.

14. The CAO's office shall administratively organize all travel/business meetings/conferences for Council/Committee Members