

**BY-LAW NUMBER 27-03  
OF THE  
CORPORATION OF THE MUNICIPALITY OF MEAFORD**

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**Being a By-law to Establish a Conference and Seminar Policy  
for Council Members**

WHEREAS Section 224(b) of the Municipal Act 2001, S.O. 2001, c. 25, as amended, provides that "It is the role of Council to develop and evaluate the policies and programs of the municipality";

AND WHEREAS Council of the Corporation of the Municipality of Meaford deems it expedient to establish a reimbursement policy for Council Members attending Meetings, Conferences and Seminars;

NOW THEREFORE Council of the Corporation of the Municipality of Meaford hereby enacts as follows:

Definitions

"Conference" means an event for the purpose of giving and discussing information and is usually scheduled for two or more days.

"Seminar" means an event for the purpose of giving and discussing information and is scheduled for one day, although an overnight stay may be required due to distance from the Municipality.

Conference Policy

1. a) Members of Council may attend two conferences per year, paid by the Corporation .
- b) Additional conferences require the prior approval of the Finance and Administration Committee.
- c) The Mayor may attend three conferences per year, at his/her discretion.
- d) Councillors holding positions on Executive Committees of Associations may attend any meetings or conferences of those Associations in addition to the above provisions.

Seminar Policy

2. a) The Mayor may attend any number of seminars, relative to Corporation business at his/her discretion.
- b) Members of Council may attend three seminars relative to Corporation business. Additional seminars require the prior approval of Council when the total annual budget for Council would be exceeded.

Reimbursement of Expenses

3. The Corporation will pay the cost directly or reimburse the following expenses for Councillors attending conferences and seminars:
  - a) Transportation (mileage, etc.), where alternate forms of transportation are available Corporation payment shall be limited to the most economical alternative. Mileage shall be paid per Schedule "A" attached, as amended from time to time.
  - b) Registration Fees.

- c) Hotel Accommodation.
- d) Parking Expenses.
- e) Fixed meal allowance per day shall be paid per Schedule "A" attached, as amended from time to time.

The payment of expenses, with the exception of the meal allowance shall be subject to the submission of proper receipts in support thereof.

4. Per Diem

- a) A Per Diem rate for attendance at a Conference or Seminar is to be paid per Schedule "A", as amended from time to time.

Membership of Councillors on Municipal Associations

- 5. a) Campaign expenses of Councillors running for office on Municipal Associations shall be paid subject to the prior approval of Council.
- b) Expenses of Councillors holding positions on Municipal Associations or their Committees shall be reimbursed in accordance with Section 3 of this By-law.

Enactment

- 6. That this By-law shall come into force and effect upon receiving the final passing thereof.

READ a FIRST time this 28<sup>th</sup> day of April , 2003.

READ a SECOND time this 28<sup>th</sup> day of April , 2003.

READ a THIRD time and finally passed this \_\_\_\_\_ day of \_\_\_\_\_, 2003.

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*Gerald Shortt, Mayor*

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*Lynda Galbraith, Deputy Clerk*

**MUNICIPALITY OF MEAFORD**

**SCHEDULE "A"**  
**To By-law 27-03**

**Fixed allowance amounts are as follows:**

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|--------------|---|-----------------------|
| <b>(i)</b>   | <b>Mileage</b>                                    | <b>.33 / km</b>       |
| <b>(ii)</b>  | <b>Meal Allowance</b>                             | <b>\$ 50.00 / day</b> |
| <b>(iii)</b> | <b>Per Diem Allowance<br/>(over 4 hours)</b>      | <b>\$110.00 / day</b> |
| <b>(iv)</b>  | <b>Per ½ Diem Allowance<br/>(4 hours or less)</b> | <b>\$ 80.00 / day</b> |