

City Council Professional Development Policy

1.0 Policy Statement

This policy provides the guidelines for eligible professional expenditures incurred while attending supported professional development and training programs for the City of Mount Pearl's Mayor and Council.

2.0 Background

The City of Mount Pearl is committed to encouraging and supporting professional development for the Mayor and City Councillors, recognizing that the quality, responsiveness, and professionalism of its Council is inextricably linked to the achievement of its mission, strategic direction and good governance.

Professional development expenditures should always be in the interest of the Mount Pearl community and involve the development of knowledge, skills, and leadership qualities necessary for the effective duties of a Councillor. This may include activities specific to legislative and governance roles and functions, strategic policy development, fiduciary accountabilities, community leadership, public and media relations and the evaluation of executive leadership. It may also target learning related to other emerging community concerns or environmental, social and economic challenges.

3.0 Scope

This policy applies to the City of Mount Pearl's Mayor, Deputy Mayor and all City Councillors.

4.0 Purpose

The purpose of this policy is to provide guidance and support to City of Mount Pearl Mayor and Councillors on eligible professional development expenditures.

5.0 Professional Development Guidelines

The following guidelines shall apply:

1. Eligibility

Eligible formal and informal activities, processes and programs include support for attendance at external professional development courses and conferences, and informal

sessions conducted with appropriate guest speakers and trainers; and purchase of training booklets and discussion papers. Activities must meet the following criteria:

- A. Must be relevant to the Mayor or Councillor's role on Council, or as a Committee Chair;
- B. Must be relevant to the municipal governance process; or
- C. Must be a conference and/or course or program offered or sponsored by a group which the City or its representatives are a member of or are affiliated with.

2. Budget Allocation

Budgeted funds will be allocated according to the strategic priorities of Council and the specific needs of individual members. Budgeted funds will cover all mandatory professional development requirements and additional discretionary professional development, including registration fees, up to maximum of \$7000 per Councillor annually. This budgetary allocation will be subject to an annual review as part of the Council budget approval process. Any unused allocation cannot be carried forward to the next financial year and spending in excess of this allocation will require Council approval.

3. Expenses

To maximize equity and encourage participation of all Councillors in critical training and development activities, the City reimburses them for personal expenses incurred in the conduct of municipal business previously authorized by Council, or for additional activities undertaken upon the direction of Council.

4. Accommodations

Councillors shall rent reasonably secure and comfortable accommodations within reasonable proximity to the event they will be attending. Receipts are required for all hotel accommodations, reasonable personal and business telephone calls, and laundry expenses. All other expenses incurred on hotel invoices will be the responsibility of the Councillors. A maximum non-commercial accommodation allowance of \$40.00 per night will be reimbursed without receipts where hotel accommodations are not utilized.

5. Registration Fees

Receipts are required for all registration fees.

6. Per Diem Rate

\$100.00 (Canadian) per day will be reimbursed when traveling in Canada. No receipt required (including day going to and returning from destination unless otherwise approved by Council).

\$100.00 (U.S.) per day will be reimbursed when traveling in the US. No receipt required (including day going to and returning from destination unless otherwise approved by Council). Per diems outside these jurisdictions will be reimbursed as approved by Council.

Any expense incurred over and above this amount on a daily basis will require a detailed explanation, and if a meal is involved the names of those in attendance. A receipt will also be required.

7. Travel

All travel costs will be reimbursed so long as they are reasonable in nature and supported with original receipts and/or documentation. Travel will be covered from the day before and the day following the scheduled conference or event unless otherwise approved by Council. Transportation costs including the cost of travel insurance, seat selection, the cost of extra personal baggage up to (2), and other charges that may be implemented by air carriers and for which receipts are provided.

When additional expenses are incurred due to flight interruptions or weather delays, originating from the event location, requests from Councillors will be considered for up to four (4) days prior to and/or after and such expenses will be over and above the specified annual policy amounts.

Councillors may use their vehicle within the province for business travel purposes. Mileage between destinations within the province will be reimbursed in accordance with the mileage as recorded in the City's Mileage Claim Policy and as recorded on the Provincial Government's website.

Additional mileage, up to 20 kilometers, incurred at the destination will be approved. Mileage in excess of 20 kilometers must be logged and such details must be included on travel claim to be reimbursed. Mileage will be reimbursed at a rate of \$0.38 per kilometer. The allowance reflects the key cost components of owning and operating an automobile, such as depreciation, financing, insurance, maintenance and fuel costs.

Any costs associated with the maintenance, fuel, vehicular breakdown, or damage incurred while driving a personal vehicle are covered in the standard mileage rate.

Councillors may use their personal vehicles for out of province. Personal vehicle use will be reimbursed the lesser of the most economical airfare to and from destination on the day preceding and the day following the scheduled conference or event plus additional mileage, up to 20 kilometers, incurred at the destination. Mileage more than 20 kilometers must be logged, and such details must be included on the travel claim to be reimbursed or the actual cost of travel at \$0.38 per kilometer including the cost of ferry transportation, per diems and hotels required while driving to and from conference site.

Councillors may use a rental car; however, receipts are required including the cost of fuel used. Parking fees, highway tolls, shuttle bus fares, taxis, and subway fares will be reimbursed for business-related travel subject to the provision of receipts.

8. Loss of Income

Councillors 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 the event not to exceed \$250.00 per day.

9. Advance Payment

Advances up to the cost of airline tickets, registration fees, or other expenses incurred for the approved event will be provided prior to the event subject to the provision of receipts for such expenses. Cash advances for anticipated expenses (per diems, hotel accommodations, etc.) associated with the approved event may be made within ten (10) days of the anticipated travel date. Cash advances will not be provided when expense reports have not been submitted in accordance with this policy.

10. Cancellations

The City will not be responsible for cancellation fees of any kind. If a Councillor is unable to cancel reservations and/or other travel arrangements in a timely fashion, he/she must provide a written explanation to Council. Cancellation of travel arrangements due to illness or emergency may be reimbursed; however, situations such as these will be reviewed by Council on a case-by-case basis.

6.0 Procedure

To apply for reimbursements, Councillors need to complete and submit a Travel Expense Form to the Director of Corporate Services along with the appropriate travel documentation including the conference brochure or documentation showing the scheduled dates of the approved event within thirty (30) days of completing the travel.

Expense reports outstanding beyond the specified period of thirty (30) days will be reported by the Director of Corporate Services to the Corporate and Community Services Committee who will provide such reports to the Committee of the Whole meetings until the expense report has been submitted.

7.0 Roles and Responsibilities

The administration, enforcement of, and compliance with the policy is assigned to the Chief Administrative Officer (CAO).

8.0 Approvals



Steve Kent, Chief Administrative Officer

February 27, 2019

Date