

## **CITY COUNCIL PROFESSIONAL DEVELOPMENT AND TRAVEL EXPENSES POLICY**

### **1.0 Policy Statement**

This policy provides the guidelines for eligible expenses incurred while attending supported professional development for City Councilors and attendance at official committee/ board meetings.

### **2.0 Background**

The City of Mount Pearl is committed to encouraging and supporting professional development for City Councilors, 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 Councilors (herein referred to as 'councilors') travelling for board/committee representation or professional development and training outside of the urban regional municipalities boundaries (CNLR 926/96).

### **4.0 Purpose**

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

## **5.0 Professional Development Guidelines**

### **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 Councilor's role on Council; or
- 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.

### **Budget Allocations**

#### Professional Development

Budgeted funds will be allocated according to the strategic priorities of council and the specific needs of individual members. Budgeted funds will cover eligible professional development and committee/board meeting attendance. Budget 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.

#### MNL Annual General Meeting and Conference

The city recognizes the important role of Municipalities Newfoundland and Labrador in empowering and supporting local governments to build vibrant communities. The MNL Annual AGM and Conference is a key opportunity for councilors to engage in professional development, business meetings, networking opportunities and connect with key partners and stakeholders.

To support and encourage representation at the MNL Annual AGM and Conference, expenses will be paid directly by the City.

### **Board/Committee Meetings**

The city will defray councilors for personal expenses incurred to attend business meetings where the councilor is the city's designated representative, as authorized by council.

Council committee/ board meetings include, but are not limited to, the city's designated representative at the business meetings of the following organizations:

1. Federation of Canadian Municipalities Conference (FCM)
2. Municipalities Newfoundland & Labrador Conference (MNL)
3. Atlantic Mayors Congress



## **6.0 Eligible Reimbursable Expenses**

### **Travel Expenses**

The Schedule of Reimbursable Expenses is attached to the policy as **Schedule A**.

### **Lost Wages**

Councilors who incur lost wages and employee benefits will be reimbursed for actual loss of substantiated income, not to exceed \$250 per day.

## **7.0 Non-Reimbursable Expenses**

### **Change and Cancelation Fees**

Councilors will be responsible for any change or cancelation fees associated with changing the date or time of travel if the change is within the control of the councilor.

### **Extension of Travel**

Councilors opting to extend the stay can do so as long as there is no additional cost to the city. Councilors shall be responsible to pay additional costs incurred during extended days that are not business, conference or training related.

### **Excess Above Professional Development Budget**

Expense claims for councilors attending conferences or attending educational courses will only be approved up to the maximum professional development budget unless the councilor is representing council on approved elected board or committee representation travel. Councilors will be responsible for any expenses above their maximum allotted professional development budget unless approved by council.

### **Expensed Reimbursed by Another Organization**

Councilors shall not claim expenses which have been otherwise reimbursed by another organization. For example, expenses paid by a governance organization for elected board members or guest speakers/presenters.

### **Purchase Card**

All travel must be booked through a city purchase card where feasible.

## **8.0 Approval Procedure**

Council members will submit professional development and travel requests to the Chief Administrative Officer. The request will be circulated to all members of Council via e-mail and placed on the next public council meeting agenda for approval. Requests which fall outside of policy guidelines will be placed on the next committee agenda for discussion.

## Exception

Requests to attend the Municipalities Newfoundland and Labrador Annual General Meeting and Conference will be placed on the next public council meeting agenda for approval.

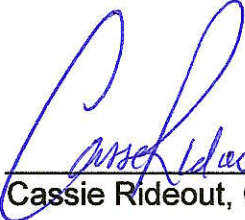
## 9.0 Reimbursement Procedure

To apply for reimbursements, Councilors 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.

## 10.0 Roles and Responsibilities

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

## 11.0 Approvals

  
Cassie Rideout, Chief Administrative Officer

Feb 11<sup>th</sup> / 2020.

Date



## SCHEDULE A: REIMBURSEABLE EXPENSES

<b>ACCOMMODATIONS</b>		
Accommodation expenses will be paid to a maximum period beginning with the night before the date on which the city business, conference or training begins up to and including the night on which the business, conference or training concludes.		
<b>Hotel</b>	The type, standard, and cost of accommodation should not be in excess of the minimum rate for a single room in a commercial establishment of reasonable class. Accommodation charges related to additional occupancy of a room will not be reimbursed.	Receipt required
<b>Regulated Home Sharing</b>	Regulated home sharing services are short-term rentals booked through services such as AirBNB and VRBO. Regulated home sharing services may only be booked where the cost is equal to, or lesser than, the cost of hotel accommodation per person.	Receipt required
<b>Private/ Non Commercial</b> (e.g. Family or friends)	Private accommodation means overnight accommodation that is not in a commercial establishment but rather at the home of a relative, friend or acquaintance. Maximum of \$25 per night.	No receipt required
<b>TRANSPORTATION</b>		
Councilors will be reimbursed for expenses relevant to city business, an approved conference or training. Councilors must travel by the most economical route possible.		
<b>Air Travel</b>	Air travel on all scheduled flights will be economy class except where business class is the only seat available and a delay in travel is not acceptable.	Receipt required
<b>Councilor-Owned Vehicle</b>	Reimbursed equal to the Government of Newfoundland and Labrador basic rate as of the date of travel.	Map of route km required
<b>Rental Vehicle</b>	Rental vehicles may be used when it is necessary or more economical than other modes of transportation taking into consideration travel to and from accommodations and the place of official business/conference/training. Councilors will normally be required to rent compact or sub-compact vehicles except where a larger vehicle is used for travel of additional members of Council.	Receipt required
<b>PER DIEM</b>		
Councilors may claim \$100 per diem for meals and incidentals. Per diem rates when travelling to the USA will be in USD. Exchange rate will be based on the Bank of Canada daily exchange rate on the first day of travel (per the Bank of Canada		

website).

Meal rates for all other international travel will be reimbursed in accordance with the Federal Treasury Board's National Joint Council travel directive (Appendix D).