



POLICY MC-01: Conference and Seminar Policy for Council Members

Mayor and Council

Approval Date: June 12, 2001
Approval Authority:
Effective Date: June 12, 2001
Revision Date/s: January 29, 2013

Purpose:

The purpose of this policy is to provide Council with guidelines to follow in regard to their attendance at conferences, seminars, workshops, training courses and other events. The policies set out herein shall apply to the extent that budgets are available to cover anticipated expenses.

Policy Statement

It is the policy of Norfolk County to be supportive of professional development of not only their staff but Council Members as well. Norfolk County recognizes the need for and the benefits which accrue from attendance of Council Members at seminars, conferences and other events which serve to improve the performance level of individual Council Members and the general quality of performance of the Council. All Members are encouraged to attend such events that relate to their role in governance of the Corporation.

Implementation Procedure:

Funds for Conferences/Seminars/Training Courses for Members of Council are included in the County's Annual Operating Budget. Conferences/Seminars/Training Courses must be held in the Province of Ontario and pertain to the operation of local government unless specifically authorized by Council resolution. Council Members may also attend interesting seminars and open houses on topics related to municipal government.

Conferences:

1. Councillors are allowed to attend a maximum of two Ontario based conferences per year subject to the approved budget.
2. Any Council Member wishing to attend more than two conferences shall first obtain approval of Council.
3. The Mayor may attend additional conferences if, at the discretion of the Mayor, attendance is in the best interests of the County.

4. Training Seminars/Workshops/Miscellaneous Sessions:

Council Members may attend, within the approved budget, the following:

1. Programs for elected officials to assist them with their duties.
2. Special programs for newly elected officials.
3. Miscellaneous sessions for orientations, development sessions and information meetings set up by Municipal, Provincial and Federal Governments or Associations related to these levels of Government.

Reimbursement:

Reimbursement for expenses, mileage and other incidental charges shall be in accordance with County Policies HR-09 and HR-17.