



COUNCIL PROFESSIONAL DEVELOPMENT & TRAVEL POLICY

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PURPOSE

The Town of Torbay is committed to encouraging and supporting professional development for any member of Council, including the mayor, recognizing that the quality, responsiveness, and professionalism of its Council is inextricably linked to the achievement of its vision, mission, mandate, values, strategic direction, and good governance.

Professional development expenditures should always be in the interest of the Town of Torbay and involve the development of knowledge, skills, and leadership qualities necessary for the effective execution of Council duties. 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.

The Professional Development and Travel Policy outlines the guidelines and procedures for the approval and financing of professional development, training and travel for any member of Council, including the mayor, on behalf of the Town of Torbay.

POLICY

Professional development activities for any member of Council, including the mayor, will be reimbursed in accordance with the funding allocation for such activities as contained in the Town of Torbay annual budget.

Professional development activities include attendance at professional development courses and conferences; informal sessions conducted with appropriate guest speakers and trainers; and the purchase of training booklets and discussion papers.

Any member of Council, including the mayor, will be reimbursed for registration fees, travel, accommodation, and other personal expenses incurred for professional development activities subject to the prior approval of Council and in accordance with the terms and conditions as outlined within the Council Professional Development and Travel Policy and Procedures.

Allocation:

The professional development and travel budget will be allocated amongst all members of Council, including the mayor, as approved by Council in the annual budget process as follows:

Mayor – 20% Allocation of Approved Professional Development & Travel Budget

Councilors – 13.33% Allocation of Approved Professional Development & Travel Budget

To ensure accountability and transparency, all Professional Development and Travel expenditures will be posted quarterly to the Town of Torbay website.

Approval Process:

All members of Council, including the mayor, will be required to submit their professional development and travel plans to Council for review and approval **prior to March 1st of each calendar year**. Following submission, each request shall be reviewed and ratified by a motion of Council subject to budget availability. Once approved, all members of Council, including the mayor, may begin the process of making the necessary arrangements to attend the session.

Any member of Council, including the mayor, selected to go to any one given convention may trade their position to attend with another Councilor who wishes to do the same; provided there is no additional cost to the Town. Such requests must be ratified by a motion of Council and is subject to budget availability.

Any member of Council, including the mayor, who wishes to attend a professional development session **at their own expense** shall advise Council of their intent to attend the session provided there is no additional cost to be incurred by the Town.

A review of the year-to-date expenditures under this policy will occur on or before June 1st of each calendar year. If budgetary funds remain, a second request will be circulated to all Council to confirm interest in additional professional development opportunities for the remainder of the year. The approval deadline for these additional requests must occur on or before June 30th. Any secondary requests shall be reviewed and ratified by a motion of Council subject to any remaining funds available within this section of the annual budget.

Professional Development Summary Report:

All members of Council, including the mayor, will be required to provide at least a one-page summary report back to all members of Council on the highlights of the session and the key takeaways as it relates to the municipal operations of the Town of Torbay within thirty (30) days of attendance.

List of Annual Professional Development Events & Committee Work which includes but is not limited to the following:

1. Federation of Canadian Municipalities Conference (FCM)
2. Municipalities Newfoundland & Labrador Conference (MNL)
3. Atlantic Mayors Congress
4. MNL Avalon Regional Meeting
5. MNL Urban Municipalities Committee Meeting
6. Northeast Avalon Joint Council
7. MNL Municipal Symposium
8. Training Courses (CONA, Gardiner Centre, etc.)

FCM Guidelines:

Two (2) members of council will be eligible to attend the Federation of Canadian Municipalities Conference each year.

Attendance at FCM Conferences will be rotated in such a manner that each member of Council, including the mayor, will have the opportunity to attend at least one (1) conference during their term of office.

At the beginning of the first year of each Council Term, a draw will take place to determine in what order members of Council, including the mayor, will attend the FCM conferences in the first three (3) years of the current term of office.

At the beginning of the fourth year of each Council Term, a draw will take place to determine which members of Council, including the mayor, will attend that year which will provide an opportunity to include any Councilor that is elected during a by election.

Attendance at the FCM Convention is subject to approval by Council in the annual budget process and will only be accommodated if the funds are available.

Any member of Council, including the mayor, who wishes to attend an FCM Conference ***at their own expense*** shall advise Council of their intent to attend the session provided there is no additional cost to be incurred by the Town.

If any member of council is interested in serving at the Executive level in relation to FCM, please refer to the “**Board Elections**” section of this policy for further clarification on the procedure of seeking the support and approval of Council through a motion prior to the nomination process.

MNL Guidelines:

Any member of Council, including the mayor, not selected to attend the FCM Conference will be eligible to attend the MNL Conference.

Attendance at the MNL Convention is subject to approval by Council in the annual budget process and will only be accommodated if the funds are available.

Any member of Council, including the mayor, who wishes to attend an MNL Conference ***at their own expense*** shall advise Council of their intent to attend the session provided there is no additional cost to be incurred by the Town.

If any member of council is interested in serving at the Executive level in relation to MNL, please refer to the “**Board Elections**” section of this policy for further clarification on the procedure of seeking the support and approval of Council through a motion prior to the nomination process.

Board Elections:

Any member of Council, including the mayor, wishing to participate or serve on a board shall make Council aware of their nomination intent in order to secure the support and approval of Council through a motion if the position requires the Town to cover all travel costs associated with attending board events and/or activities.

If there is no personal monetary gain and/or impact to the Town's finances anticipated from the serving as a board member, council members shall provide an update to council ***for information purposes only***.

If, however, there is an anticipated personal monetary gain and/or impact to the Town's finances anticipated from the serving as a board member, council members ***shall provide an update to Council and make Council aware of their nomination intent through a motion of council.***

Accommodations:

Any member of Council, including the mayor, shall rent reasonably secure and comfortable accommodations within reasonable proximity to the event that 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 council member and/or the mayor.

A maximum non-commercial accommodation allowance of \$40.00 per diem for approved professional development activities outside the Town of Torbay will be reimbursed without receipts where hotel accommodations are not utilized.

Registration Fees:

Receipts are required for the reimbursement of all registration fees.

Per Diem Rate:

\$75.00 (Canadian) per day will be reimbursed when travelling in Canada. No receipt required (including the day of travel to and the return travel from the destination).

\$100.00 (U.S.) per day will be reimbursed when travelling in the U.S. No receipt required (including day going to and returning from destination).

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.

Travel:

All travel costs will be reimbursed so long as they are reasonable in nature and supported with receipts and/or document.

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 two (2) pieces, 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, other than those associated with departure from St. John's International Airport, requests from any member of Council, including the mayor, will be considered for up to a maximum of four (4) days.

In no event can a member of Council, including the mayor, in the utilization of seat sale tickets, Aeroplan or similar point's award methods, obtain any cash advantage.

Any member of Council, including the mayor, may use their vehicle within the Province for approved business travel purposes. Mileage between destinations within the Province will be reimbursed in accordance with the basic mileage rate as recorded on the Provincial Government Treasury Board Secretariat website (<https://www.gov.nl.ca/exec/tbs/working-with-us/auto-reimbursement/>). Additional mileage, up to twenty (20) kilometers, incurred at the destination will be approved. Mileage in excess of twenty (20) kilometers must be logged and such details must be included on travel claim to be reimbursed. This 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. Any member of Council, including the Mayor, may use their personal vehicles for out of

Province use and 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 twenty (20) kilometers, incurred at the destination (mileage in excess of twenty (20) kilometers must be logged and such details must be included on travel claim to be reimbursed) or the actual cost of travel at the approved basic mileage rate at the time of travel including the cost of ferry transportation, per diems and hotels required while driving to and from the conference or event site.

Any member of Council, including the mayor, may use a rental car up to the maximum equivalent of the cost of renting a mid-sized 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.

Loss of Income:

Any member of Council, including the mayor, 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 conference or event not to exceed \$250.00 per day.

Any member of Council, including the mayor, who are employed, will be required to submit confirmation, from their employer, that they have used vacation or other leave for the travel period and their annual salary for purposes of determining salary cost per day.

Any member of Council, including the mayor, who are self-employed, will be required to submit a financial statement indicating their annual gross income.

Any member of Council, including the mayor, who are not employed or self-employed will not be eligible for reimbursement for loss of income as there is no documented loss of income.

Advance Payment:

Advances pertaining to the approved conference or event up to the cost of airline tickets, registration, or other expenses required prior to the approved conference or event will be provided prior to the event subject to the provision of receipts for such expenses. Advances for anticipated expenses (per diems, hotel accommodations, etc.) associated with the approved conference or event may be made within ten (10) days of the anticipated travel date. Advances will not be provided when expense reports for previously approved conferences or events have not been submitted in accordance with the Council Professional Development and Travel Policy and Procedures.

Cancellations:

The Town is not responsible for cancellation fees of any kind. If any member of Council, including the mayor, is unable to cancel reservations and/or travel arrangements in a timely fashion, he/she must provide a written explanation to the CAO and Mayor. 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.

Expense Claims:

To apply for reimbursements, any member of Council, including the mayor, must complete and submit a Travel Expense Form to the Chief Administrative Officer (CAO) along with the appropriate travel documentation, including the Conference Brochure or documentation showing the scheduled dates of the approved conference or event, within thirty (30) days of completing travel.

Contact will be made by the CAO with anyone who has a claim outstanding for a period of twenty (20) days advising of the requirement for the submission of the claim within ten (10) days.

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

POLICY REVIEW

This policy shall be reviewed annually or sooner by the CAO and the Mayor as may be necessary.