


## Appendix B: Council Conference Policy

 Council/Legislated Policy	Section # <b>7</b>	Policy # <b>01</b>
	Approval Date: April 11, 2001	Revision Date: November 19, 2014
Title:	<b>Council Conference Policy</b>	
Responsibility:	Regional Chair & Council	Approval Level: Council
Applies to:	All Regional Councillors	

### Policy Statement:

This policy applies to all travel requests from Members of Regional Council.

### Operating Principles:

1. All Regional Councillors may choose to attend conferences related to their duties as a Regional Councillor and/or matters of Regional significance and/or matters within the Regional government mandate, and must register as Regional Councillor.
2. Councillors may choose to attend conferences that are situated in Province, in Canada and within the continental United States without Council approval.
3. Requests by Councillors to attend international conferences, outside the continental United States and Canada, must be approved by Council.
4. Councillors must first submit an "Application for Attendance" form through the Research-Administrative Assistant to Council (RAAC) prior to registering or booking travel.
5. Councillors may attend up to 3 conferences per year of two or more days in duration requiring an overnight stay. The Annual General Meetings of the Federation of Canadian Municipalities (FCM) and the Association of Municipalities of Ontario (AMO) would be included in this 3 conference limit.
6. AMO/FCM related expenses for Councillors who are members of the Boards and/or committees of FCM and AMO will be reimbursed by the Regional Municipality of Waterloo and these meeting expenses are provided for in addition to the 3 conferences per year per Councillor.
7. Per diems may be claimed and will be reimbursed upon submission of an expense claim on return from travel and will be set at the rate and limits established by the Regional Municipality of Waterloo for staff. Where meals are provided at a conference or otherwise paid for, the maximum per diem is reduced by the appropriate meal amount.

8. Councillors should be registered at least 30 days prior to departure and/or before the conference early registration cut-off date in order to take advantage of discounts on registration, airfare and accommodation. Exceptions to this may be reviewed by the Regional Chair or the Chair of Administration and Finance Committee.
9. That the following corporate policies concerning class and mode of travel and accommodation be endorsed and applied to Council travel:
  - a. the airfare be Economy Class plus ground transportation (taxi, shuttle, public transit) to and from the airport(s)
  - b. automobile or train travel may be substituted for air travel, however, the reimbursement will be based on the lower of the actual expense incurred or the cost of Economy Class round trip air travel plus the cost of any airport transfers
  - c. expenses for accommodation will be covered/reimbursed based on the single room rate
  - d. Car rental is not normally reimbursed unless other forms of transport (taxi, public transit, and shuttle) from the destination airport/train station to the conference site are not viable due to cost or travel time required. When car rental has been approved by the Regional Chair the cost of a rental car will be reimbursed based on:
    - i. the cost of a compact/economy rental car, one driver, for the number of days required for the official business of the conference
    - ii. gas (original receipts must be attached)
    - iii. Insurance obtained from the car rental agency
  - e. Original receipts must be attached to the expense claim and must be in the name of the councillor making the claim.
10. The Regional Municipality of Waterloo will reimburse conference expenses within the limits of this policy for area mayors subject to the following:
  - a. The respective area mayor must submit through the RAAC a "Request for Attendance" form and clearly indicate their intention to register for and attend a conference as a Regional Councillor.
  - b. The area mayor will be formally registered and attends the conference as a Regional Councillor and not in their capacity as mayor.
  - c. All conference travel arrangements will be booked and initially paid for by the mayor's respective area municipality.
  - d. On completion of travel, the area municipality finance department may invoice the Regional finance department for the conference expenses. Receipts must be attached and should show that the mayor attended as a Regional Councillor.

11. The Regional Municipality of Waterloo will not reimburse the following expenses:
- a. any pre and post conference social/recreational tours and/or events
  - b. companion programs for accompanying family members/companions
  - c. travel, meals and/or accommodation expenses for accompanying family members/companions
  - d. for area mayors attending conferences in their capacity as mayor
  - e. any other items of a personal or discretionary nature
  - f. travel booked using aero plan miles or reward points accumulated on personal credit cards.
12. Where an interpretation of the policy is required, a request may be made to the Regional Chair in consultation with the Chief Financial Officer.
13. Requests for changes to this policy may be submitted for review by the Audit Committee prior to going to Council for consideration.