



## POLICY & PROCEDURE MANUAL

<b>SECTION</b>	COUNCIL RELATED POLICIES	<b>POLICY NUMBER</b>	1-03-7
<b>SUB-SECTION</b>	GENERAL CORPORATE PROVISIONS	<b>EFFECTIVE DATE</b>	April 11, 2024
<b>SUBJECT</b>	Council Professional Development Expenses		
<b>AUTHORITY</b>	General Government Services – March 28, 2024 Council – April 11, 2024		

### PURPOSE:

The Corporation of the County of Dufferin recognizes the importance of having a well-informed Council and encourages Councillors to attend events related to professional development.

The purpose of this policy is to define the type and amount of expenses associated with Councillors' attendance at professional development events that will be reimbursed by the County of Dufferin.

### STATEMENT:

1. This policy will apply to all Dufferin County Councillors. Alternate Members are not eligible for reimbursement.
2. Each Member of Council will be provided an annual \$3,000 budget to attend professional development events relating to County business. Members are eligible to use their annual budget at their discretion throughout their term of office. A Councillor will not be allotted the annual \$3,000 during a term as Warden, as their professional development expenses comes out of the Warden's budget.

<b>SUBJECT</b>	Council Professional Development Expenses	<b>POLICY NUMBER</b>	1-03-07
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3. Arrangements and reimbursement for professional development events are coordinated through the Clerks Department. Council should notify staff in a timely matter if they would like to attend a professional development event.
4. Eligible professional development events are limited to:
  - a. Municipal conferences, symposiums, seminars, workshops, and other similar events
  - b. Professional Development Programs offered through municipal partnerships
  - c. Other professional development travel to explore how other municipal services are provided.
5. Only the expenses of Councillors will be subject to reimbursement. Expenses of spouses or companions will not be subject to reimbursement.
6. The following expenses are eligible for reimbursement:
  - a. Registration: Prepaid by the County or reimbursed upon the submission of an itemized receipt.
  - b. Travel: Arranged by County staff or use of own car. Mileage (in kilometres) will be paid at the current County rate (statement from Councillor required) including parking.
  - c. Accommodation: Prepaid of the County or reimbursed upon the submission of an itemized receipt.
  - d. Meals: Meals are eligible with an itemized receipt. Meals included as part of the event registration are not eligible. The purchase of alcohol is not eligible for reimbursement.
7. Councillors shall present all receipts, together with a statement of mileage (in kilometres) to the Clerk no later than sixty (60) working days after the conclusion of the professional development event.