

Corporate Policies and Procedures			
DEPARTMENT: Human Resources			POLICY #: F-02
POLICY: Conventions and Seminars			
DATE: MAY/90	REV. DATE: JAN30/13	COVERAGE: All Employees	PAGE #: 1 of 3

POLICY STATEMENT:

The County provides for employee attendance at such conferences, conventions, seminars, workshops, and business meetings as deemed necessary. The County also provides reimbursement of expenses. Each employee that is approved for training is to provide new and pertinent information from the training to his or her Supervisor for consideration by the Supervisor in terms of its applicability to improving procedures and/or practices at the County of Renfrew.

PROCEDURE:

1. Attendance:
 - (a) Conferences and Conventions:
 - (i) each year as part of the annual budget process, each Department Head provides a list of conferences and conventions which are provided for within the estimates
 - (ii) this list includes the intended individual(s) to attend and the estimated expenditure, and
 - (iii) approval of the budget constitutes formal approval to attend and any changes must be approved by the Chief Administrative Officer/Clerk
 - (b) Out-of-Province Conferences or Conventions:
 - (i) subject to budget approvals outlined in Part 1(a) above, all conferences or conventions outside of the Province of Ontario must be specifically approved by the Chief Administrative Officer/Clerk, and
 - (ii) attendance is subject to the concurrence of the Chief Administrative Officer/Clerk that the attendance does not interfere with other job responsibilities
 - (c) Seminars, Workshops and Business Meetings:
 - (i) each Department Head has the authority to approve attendance of his/her staff at any seminars, workshops, and business meetings, subject to the limit of funds approved by Council for these purposes, and
 - (ii) the Chief Administrative Officer/Clerk or designate authorizes the attendance of Department Heads

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2. Conditions:

- (a) a completed *Staff Training and Development* form (Form F-01-A or Form F-01-B) detailing the convention/seminar must be approved by the Department Head, and
- (b) an approved copy of the Staff Training and Development form must be forwarded by the Department Head to the Finance Department and another copy to the Human Resources Department for inputting into the Great Plains system and placing on the employee's personnel file

3. Expenses:

(a) Registration:

- (i) the County makes full reimbursement of any registration fees paid by a Department Head or employee, but not including any registration fee for a spouse or family member, except as specifically authorized by County Council, and
- (ii) a receipt for registration fee is required, unless prepaid by the County

(b) Transportation:

- (i) the County reimburses for either Economy Air Fare (unless the actual expense was Group Fare) and all ground transportation; or for the use of a motor vehicle at the rate per km in effect by resolution of Council
- (ii) in determining the method of travel, consideration is given to the cost to the municipality of time lost, and
- (iii) a receipt is required for air fare and car rental only

(c) Accommodation:

- (i) the County reimburses actual expenses supported by receipts, and
- (ii) when making a reservation, the Government rate is requested

(d) Meals, Gratuities and Incidental Expenses:

- (i) while attending conferences, conventions, seminars, workshops, or business meetings, the County reimburses actual expenses supported by receipts

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- (e) Entertainment (Department Heads only):
 - (i) the County makes reimbursement for actual expenses supported by receipts, and
 - (ii) a list of individuals in attendance, and a notation of purpose, is required for each item

- (f) Advances:
 - (i) the Treasurer/Deputy Clerk is authorized to issue accountable advances, provided that a request is received at least ten (10) business days prior to the date required, and
 - (ii) where an advance is made, an expense account claim reflects the advance(s) for the month

- (g) Approvals:
 - (i) employees' claims are authorized and approved by the appropriate Department Head
 - (ii) Department Heads' claims are authorized and approved by the Chief Administrative Officer/Clerk, and
 - (iii) the Chief Administrative Officer/Clerk's claims are authorized and approved by the Warden

APPENDIX A:

Form F-01-A - Staff Training & Development Form

APPENDIX B:

Form F-01-B - Group Staff Training & Development Form

APPENDIX C:

Form F-01-C – General Travel Expense Form

Form F-01-D – Public Works & Engineering Department Travel Expense Form

Form F-01-E – Renfrew County Housing Department Travel Expense Form