

Policy

1. The following guidelines have been established with respect to the Mayor and Members of Council attending conferences:
 - a. Each Member of Council is allocated \$3,750 (the Mayor's conference expenses are not to be capped) annually for conferences, travel expenses, and promotional items.
 - b. Where a conference registration is transferred from the original registrant to another City registrant, the associated expenses will remain charged to the original registrant's expense account.
 - c. Where a conference registration is transferred from the original registrant to a registrant at another municipality, the associated expenses shall be reallocated accordingly.
 - d. Any member of Council sitting on a Board or Committee, i.e., Community Safety and Well-Being Committee, Conservation Authority Board, Police Service Board, etc. where monies have been budgeted for conferences and meetings, these funds are included in the policy.
 - e. Should any member of Council wish to exceed the policy amount, that Councillor can seek Council's approval to exceed the amount.
 - f. Following each Municipal Election, all Council members (including incumbents) must attend an orientation workshop and any costs related to this orientation will be in addition to the annual conference allocation described above.

Policy review

2. The Deputy Treasurer will review this policy:
 - a. every five (5) years to ensure effectiveness and compliance with current business processes; or
 - b. sooner, if required, based on legislative changes.
3. The Deputy Treasurer is authorized to make such administrative changes to this policy as appropriate to keep the policy current. Any revision to the policy's intent must be presented to Council for consideration.

Related Information and Resources

Internal

4. [HR007 Training Policy](#)
5. [HR006 Mileage and Vehicle Rental Policy](#)

External

6. [Municipal Act, 2001, S.O. 2001, c. 25](#)

Appendices

7. None

Revision History

Authority	Date	Approval	Description of Amendment
Council	2004-04-09	Resolution	
Council	2007-03-02	Resolution	
Council	2010-11-22	Resolution	
Council	2026-04-13	By-law No. 2026-034	formerly CrS-HR40; revised to new template with new name; added s. 1.b. and 1.c.