



## The Corporation of the Township of Huron-Kinloss

### Policy

Section: 3.0 Human Resources

Policy: Professional Development and Expense Policy

By-Law: 2019-166

Date: 16 December 2019

Revision: [Click here to enter text.](#)

#### Coverage:

This policy shall apply to all Township of Huron-Kinloss staff, council members and committee members.

#### Policy Statement:

The Township of Huron-Kinloss recognizes that its workforce is one of its most valuable assets and is therefore committed to investing in the necessary training and development of Members of Council and employees to enable corporate and strategic plan objectives to be met. Staff attendance at appropriate professional conferences for the purposes of training, development, networking and generally keeping up to date with issues and trends is therefore supported. The Township also allows for expense, mileage reimbursement and meal allowances for employees and Council members.

#### Legislative Authority:

N/A

#### Contents:

Professional Development and Expense Policy



# **Township of Huron-Kinloss**

## ***Professional Development and Expense Policy***

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## 1.0 Education/Training

The Township of Huron-Kinloss supports all employees in continuing development through training and education.

Employees shall be provided with the training necessary to carry out their tasks in a safe and efficient manner. Department Heads may, within their approved budgets, schedule employees for specific training.

The Department Head will determine the type of training and the certification/professional designation required in their department. Where an employee wishes to further his/her education, approval is required from the Department Head.

The Township shall cover the cost of tuitions, registration, materials, accommodations, mileage, parking and meals.

For correspondence courses the Township upon proof of a successful passing grade covers the cost of tuitions and course materials.

The employee shall provide their Department Head with a copy of any municipal funded certificate/training course, once received, for their personnel file.

Social events, such as golfing are optional and at the full cost of the employee.

Education and training opportunities are considered a privilege and no overtime will be applicable.

## 2.0 Expense Remittance

### **Legislative Authority: Section 283, Municipal Act, 2001**

The Township of Huron-Kinloss allows for expenses for all staff including all persons employed permanently, part-time or temporarily. As well as Council, and the positions of Tile Loan Inspector, Livestock Evaluator, By-Law Enforcement Officer, Fence Viewers and Property Standards Committee.

#### *Meal Allowance*

Allowance for employees attending training or authorized meetings shall be as follows:

1. The meal allowance rates shall be:

Breakfast	\$10.00
Lunch	\$20.00
Supper	\$40.00

2. All meals at the meal allowance rate is limited to three per day, not included in registration, including those meals purchased while traveling to or from their destination
3. Expense sheets shall be submitted and approved by a Supervisor.

#### *Convention and Conference Allowances*

Each Department Head is authorized to attend one conference in the Province in any year.

The CAO of the Township of Huron-Kinloss shall authorize attendance to a conference by any other employee.

Allowance for employees attending conferences shall be as follows:

1. Actual amount of registration fee
2. Actual amount of accommodation
3. Transportation via the most economical fare
4. All meals at the meal allowance rate limited to three per day, not included in registration, including those meals purchased while traveling to or from a conference.
5. Expense sheets shall be submitted and approved by a Supervisor.

Each member of Council is entitled to attend two conventions in the Province in any year.

Allowance for members of Council attending conventions shall be as follows:

- a) Registration - actual amount.
- b) Accommodation - actual amount.
- c) Transportation by the most economical fare.
- d) Meal allowances will be paid for all meals not covered in registration including meals purchased while travelling to or from a convention.
- e) Per diem rate shall be established in the annual remuneration by-law.
- f) When a companion attends the convention with a council member, those costs will be the councillors responsibility.

### 3.0 Mileage Allowance

#### **Legislative Authority: Section 283, Municipal Act. 2001**

The Township of Huron-Kinloss will pay a mileage allowance to employees and Council members who are required to operate privately owned automobiles in the course of their employment for municipal business

This includes all persons employed permanently, part-time or temporarily. As well, the positions of Tile Loan Inspector, Livestock Evaluator, By-Law Enforcement Officer, Fence Viewers and the Property Standards Committee members.

Council, Committee members and employees will receive a per kilometre mileage allowance for use of a personal vehicle on Township business.

The mileage allowance will be set at the same rate as the County of Bruce's mileage rate, which will be amended from time to time.

Mileage allowance does not apply from place of residence to office and return.

Expense sheets shall be submitted and approved by Supervisors.

## 4.0 Professional Association Fees

The Township of Huron-Kinloss supports staff development for all employees through encouraging membership in professional organizations.

The Township will pay annual fees for employees who, for the benefit of the municipality, belong to a professional organization.

Department Heads, within their approved budgets, will determine which professional organizations are beneficial to their department.

Attendance to meetings is encouraged; any fees will be paid for by the municipality upon approval by the appropriate Department Head.

Social events, which are not related to professional organizations, are not paid by the Township. If an employee receives an invitation, it is up to the employee whether or not they will attend. If the employee attends, they will be required to use vacation or lieu time off as well as pay for any fees. (i.e. County Golf Tournament, Curling Bonspiel, etc.)

Where a convention provides a companion option, all additional costs incurred by the companion are the responsibility of the employee.