

THE CORPORATION OF THE  
T O W N   O F   P E L H A M  
BY-LAW #776 (1982)

Being a by-law to establish a Conference Policy  
for the Town of Pelham.

WHEREAS pursuant to Section 239 of The Municipal Act, R.S.O. 1980, Chapter 302 and amendments thereto, the Council of any Municipality may pay for or towards the travelling and other expenses of the members of Council and the officers and servants of the Municipality while travelling outside the Municipality in their capacity as Aldermen, Officers or Servants;

AND WHEREAS the Corporation of the Town of Pelham desires to regulate these expenses;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF PELHAM ENACTS AS FOLLOWS:

- (1) The Mayor and any member of Council may attend two (2) conferences of his choice within the Province of Ontario.
- (2) Any Department Head upon the approval of the Clerk-Co-ordinator may attend one conference of his choice within the Province of Ontario provided it has a direct relevance to the functions the Department Head is performing for the municipality. Attendance at more than one conference or seminar must be approved by Council.
- (3) All Supervisory Staff may attend one conference per year upon receiving approval of the head of their Department. If a request is made for attendance at a second conference or seminar in any one year, approval must be received from Council.
- (3) Attendance at any conference outside the Province of Ontario must have approval of the Council of the Town of Pelham.
- (4) Expenses incurred as a result of attendance at conferences or seminars shall be reimbursed as follows:
  - (a) the costs of registration at the conference.
  - (b) the costs of accommodation at the single room rate.
  - (c) out-of-pocket expenses at the rate of \$35.00 per day in attendance at the conference, not exceeding five days. Out-of-pocket expenses shall include all expenses other than those for travel, accommodation and registration.

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- (d) travel expenses - where the conference centre is 200 miles or less from the Town of Pelham, every member of Council or staff who provides transportation shall be paid the rate per mile for travelling allowance based on the mileage for the total round trip as is established for Council and Staff from time to time.
- (e) where the conference centre is more than 200 miles from the Town of Pelham and is served by commercial air service, each member of Council or Staff who, either provides transportation or uses the commercial air services shall be paid the lesser of the cost of economy class plane fare to the conference centre and return, or the mileage rate times the number of miles. In the case of plane travel, mileage to and from the point of departure shall be paid at a rate as set out in 4 (d).
- (f) one day seminars and conferences shall not be included in the number of annual conferences referred to in paragraphs 1 and 2 and any member of Council or Staff attending such a seminar or conference, or any member of Council or Staff who attends before any Government Agency or Board outside the limits of the Town of Pelham when authorized by the Council, shall be paid at the rate of \$15.00 per day plus mileage at the rate as set out in 4 (d).

READ A FIRST, SECOND AND THIRD TIME  
AND FINALLY PASSED BY COUNCIL THIS  
5th. DAY OF APRIL, 1982 A.D.

  
MAYOR

  
CLERK