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|---|---------------------|--------------|
| SECTION: Finance  | POLICY 13.3.4       |              |
| SUBJECT: <b>Expenses – Professional Memberships</b>               |                     |              |
| EFFECTIVE: February 9, 2011                                       | REPLACES: n/a       | PAGE: 1 of 2 |
| APPROVED BY: C179-2001 - May 28, 2001<br>C018-2011 - Feb. 9, 2011 | PROCEDURAL UPDATES: |              |

**POLICY STATEMENT:**

To establish guidelines regarding the authorization and types of membership fees that are eligible for payment or reimbursement.

**PURPOSE:**

To ensure only eligible membership fees are paid or reimbursed.

**SCOPE:**

This policy applies to all City Staff who are members of a professional association or an organization that requires payment of a membership fee.

**PROCEDURE:**

The Corporation of the City of Brampton will pay for/reimburse membership and association fees when an employee is required to carry a professional designation as a job requirement or where in the opinion of a member of Senior Management a membership will benefit job performance or the Corporation.

The City of Brampton recognizes two types of professional affiliation fees:

**A. Professional & Obligatory Fees**

Professional fees are those paid to an accrediting body, which requires current membership to retain a recognized professional designation. Examples are fees paid to maintain AMCT, CMA or CGA designations.

Obligatory fees are those paid to a governing body, which allows the individual to perform the required duties in Ontario or Canada. Examples are fees paid to a legal or medical society.

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**B. Optional Association Fees**

Optional Association fees are those paid to organizations or associations which benefit the employee and the Corporation, through membership.

**C. Approvals**

The following table sets out the approvals required authorizing reimbursement or payment of membership fees. Commissioners and Executive Directors shall submit a list of their personal memberships requiring City Manager approval to Financial and Information Services on an annual basis in January of each year. Financial and Information Services will provide a consolidated list to the City Manager for approval.

| <b>Staff Level</b>                  | <b>Approval By</b>                  |
|-------------------------------------|-------------------------------------|
| City Manager                        | Mayor                               |
| Commissioners & Executive Directors | City Manager                        |
| Directors                           | Commissioners & Executive Directors |
| All Others                          | Directors                           |

**ACCOUNTABILITY:**

The following steps set out the action to be taken to resolve any disputes that may arise regarding reimbursement and payments. This dispute resolution clause also applies to all other City of Brampton policies that address similar reimbursements and payments.

1. Executive Directors and Commissioners shall resolve disputes arising within their own departments.
2. The Treasurer and/or Deputy-Treasurer resolve disputes that cannot otherwise be resolved.

**ADMINISTRATION:**

Treasury Services will be responsible for keeping this policy up to date.

**CONTACT:**

Treasury Services