

SECTION: General			
SUBJECT:			
Policy 14.5.3: Staff Attendance and Expenses at Events - Under Review			
EFFECTIVE:	February 13, 2013	Amended Policy	PAGE: 1 of 7
APPROVED BY: City Council on February 13, 2013 Council Resolution: CW042-2013 and CW043-2013		PROCEDURAL UPDATES: CWB020-2013, Paragraph 42, Section (a) and (b), by City Council on December 11, 2013	

POLICY STATEMENT

This policy establishes the guidelines regarding the authorization of staff attendance at business and government events. Under this Policy and related policies, City sponsorship and staff attendance at eligible events as City representatives is an acceptable expense pursuant to this Policy and, further, that an approved budget has been allocated and available.

Employees of the Corporation of the City of Brampton (City) are expected to adhere to high standards of personal and professional competence, integrity, and impartiality. Employees shall have no direct or indirect personal interest in a business or transaction that would conflict with the proper conduct of their duties.

When interpreting this Policy, employees shall abide by the Employee Code of Conduct and other policies and procedures of the City.

PURPOSE

City staff incurs various business expenses in carrying out the duties and responsibilities of their position. The purpose of this policy is to complement **Policy 13.3.1 Expenses-Business** as related specifically to City sponsorship and staff attendance at business and government events whereby payment is required.

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SCOPE

This Policy applies to all City departments and staff sponsoring and/or attending a business or government paid event.

Exclusions

The following exclusions apply in this Policy.

1. Staff attendance at events as a guest, that is in keeping with the Employee Code of Conduct.
2. This Policy does not apply to the Mayor and Members of Council as they are guided by legislation, municipal bylaws and Council policies.
3. City-managed and funded events are excluded from this Policy, except if a paid ticket is required for attendance.
4. Attendance at events related to professional development and industry conferences, seminars, training, professional and technical accreditation, and similar type of events.
5. Attendance at an event whereby members of City staff or a Department or the Corporation receives an award related to municipal business.

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6. The following staff positions are excluded from this Policy and may attend any event that they determine represents and advances municipal business: Chief Administrative Officer, Chiefs on Executive Leadership Team, Fire Chief and the Director of Economic Development and Tourism as their positions at the City of Brampton require them to be visible in the community.

PROCEDURES

1. Expenses associated with sponsorship and staff attendance at functions are eligible if the primary purpose is to represent the City, to derive a benefit for the City, to advance the interests of the City, if sponsorship and/or attendance at the function is required by the City, or when the event assists the department in the delivery of municipal services.
2. These Expenses must be approved in accordance with this Policy.
3. No person may approve expenses incurred on his or her own behalf.
4. Eligible paid events include business events (such as those organized by a Board of Trade, Chamber of Commerce, Economic Development Agency, and other business associations) and government events (such as those organized by municipalities, a Province or agency, utility, crown corporation thereof, the Federal government or

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agency, utility, crown corporation thereof, and foreign government departments, agencies such as the consular service).

5. Where appropriate, staff attending an eligible event may host guests from the community that are associated with the mandate and services of their respective Department.
6. For after-hour evening events, a staff member may invite one family member or friend as a guest.
7. The maximum number of staff attending an event shall not exceed four (4) from each Department, unless otherwise approved by the Department Head.
8. Sponsorship and staff/guest attendance at approved events is funded from Department budgets.
9. Annually, in conjunction with the budget process, Department Heads shall submit to the CAO a list of events which the Department plans to sponsor and/or attend for the forthcoming fiscal year. The Department submissions shall include: type of event, the name of the event organizer or host, the number of staff and guest attendees, the estimated costs for event attendance. The CAO and Executive Leadership Team shall review and approve a Master Corporate Event List, with maximum staff attendance and a budget for the subsequent year.

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10. The CAO and Executive Leadership Team shall submit the recommended Master Corporate Event List and annual budget to Budget Committee of Council as part of the annual budget process for Council approval of the budget allocation.

11. Attendance at events, where sponsorship is not required and the eligible event was unknown at the time of approval of the Master Corporate Event List, is permitted where City department and/or staff is being recognized or receiving an award. The Department Head shall approve the event and staff attendance. The CAO shall approve the Department Head's attendance. The expenses for these events are funded by the Department. For example, a staff member or department is the recipient of an industry award from a professional association and is invited to attend a dinner banquet to receive the award.

12. Staff may also purchase a registration ticket and attend eligible events, where sponsorship is not required and the event was unknown at the time of approval of the Master Corporate Event List, for the purpose of carrying out the regular duties of their position, such as attending networking, promotion, and business relationship-building events. The Department head shall approve the event and staff attendance. The CAO shall approve the Department Head's attendance. The expenses for these events are funded by the Department. For example, a new breakfast or lunch networking seminar hosted by a service club or business association.

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13. Attendance at all other fund-raising, community and business events outside the scope and procedure of this Policy is prohibited.

14. City sponsorship of all events shall require Council approval, either by way of the annual Corporate Master Event List, or as a separate report to Committee of Council.

ACCOUNTABILITY

The following steps set out the action to be taken to resolve any disputes that may arise regarding this Policy.

1. Executive Directors, Directors and Department Heads shall manage this Policy and resolve disputes arising within their own Departments;
2. The Treasurer and/or Deputy Treasurer and/or the CAO shall resolve disputes that cannot otherwise be resolved.

Related Corporate Policies for reference include:

1. Policy # 2.1.0 Employee Code of Conduct
2. Policy #13.3.1 Expenses – Business

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ADMINISTRATION

This Policy is supported by a Standard Operating Procedure.

Any terms that are not specifically defined in this Policy shall have the meaning attributed to them in the following order of priority: applicable legislation, regulation, municipal bylaw, other Corporate Policy, or the common English language definition.

CONTACT

The ELT Designated Contact responsible for updating this Policy is the Chief Operating Officer (or designate).