

MUNICIPALITY OF SIOUX LOOKOUT
ADMINISTRATIVE PROCEDURE NO. 3-40

SUBJECT: **MEMBERSHIPS**

SECTION: Personnel

APPLIES TO: All Employees

EFFECTIVE: November 16, 2005

40.1 **POLICY**

The Corporation recognizes that membership in relevant Professional or Occupational Associations is of benefit to the municipality. As such, it agrees to pay, subject to funds availability, membership fees in such organizations as are deemed appropriate and recommended by the Department Head and approved by the Chief Administrative Officer.

40.2 **TYPES OF MEMBERSHIPS**

There are various types of memberships that the Corporation supports. For the purposes of this Administrative Procedure, they will be categorized as follows:

(i) **Corporate Membership**

Generally, municipal associations which the Council wishes to belong to/participate in. Usually the delegate is a Member(s) of Council. An example would be the Association of Municipalities of Ontario/AMO.

(ii) **Departmental Memberships**

Generally, municipal or professional associations that relate to the work of the operating Department. Where the named member is the Corporation, the Department designates the delegate/appointee. Substitution of delegate(s)/appointee(s) is permitted.

Examples include Municipal Finance Officers Association/ FOA, Ontario Good Roads Association/OGRA, Ontario Parks Association/OPA, Canadian Association of Fire Chiefs/ CAFC, Ontario Building Officials Association/OBOA, Ontario Museum Association, etcetera.

(iii) **Individual Memberships**

Generally, professional associations which relate to the work of the employee. In these instances, the named member is the incumbent and membership is often a requirement to maintain a professional designation. Substitution of membership is not permitted.

Examples include Association of Professional Engineers of Ontario/P.Eng., Certified General Accountants Association/CGA, Association of Municipal Clerks and Treasurers of Ontario/CMO, Canadian Institute of Planners/MCIP, Society of Directors of Municipal Recreation/RDMR, Association of Architectural Technologists or Engineering Technologists, etcetera.

40.3 **ELIGIBILITY FOR PAYMENT/REIMBURSEMENT OF FEES**

Where it is determined and recommended by the Department Head and approved by the Chief Administrative Officer that membership in an organization is directly related to the department/job, or is complimentary to the department/job and of benefit to the Corporation, the Corporation will pay or reimburse, in full, the annual membership dues.

It should be noted that approval for education/training reimbursement that leads to a professional designation does not necessarily mean the Municipality will or has an obligation to pay the annual fee to secure such designation.

