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Date: December 29, 2020

To: Mayor and Council

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RE: Council and Committee – Conference, Travel and Other Expense
Policy

Report No.: FS-2021-01

AIM

To update the Conference, Travel and Other Expense policy for Council and Committee members.

BACKGROUND

On January 17, 2019, Council directed Administration to conduct a review of the "Convention and Conference and Other Expenses Policy".

The current policy was approved in 2012 and is in need of certain threshold increases and other clarifications.

DISCUSSION

Based on experience, Councillor feedback, and comparisons with other Municipalities in Essex County, Administration has prepared a new policy titled "Council and Committee – Conference, Travel and Other Expense Policy". Please refer to Appendix A for a copy of the proposed policy.

The key changes to the policy are as follows:

- The previous policy applied to both Council, Committee Members and Staff. For simplicity, the proposed policy only relates to Council and Committee Members. A separate policy will be developed for staff at later date.
- Expenses for companion travel have been removed from the policy. Council is welcome to bring a companion when they travel or attend special events, however,

no additional expenses shall be paid by the Town for Councillor guests. This is consistent with most local municipal council policies, and is consistent with the Town's current policies for staff.

- Meal Allowances have been modestly increased to better reflect current market prices at restaurants, however, the requirement to provide receipts has been removed. Instead, the policy now includes more detailed guidance on when the meal allowance will be applicable.
- Transportation or Mileage Expenses have been updated to clarify that only mileage outside of the Town of Kingsville will be reimbursed. The previous policy was unclear on this. It has been assumed that the cost any travel within the Town is compensated through a Councillor's monthly salary or committee pay.
- Administration has removed the reference in the previous policy that permits a Councillor to transfer their unspent Conference budget to another Councillor, as each Councillor is encouraged to use their allotment for their own personal development.
- Town Clothing has been added as a permitted expense.
- Remuneration or "stipends" have been increased from \$150 per day to \$200 per day (or \$100 per half day) to more closely align with other local municipal policies.

The existing "Convention and Conference and Other Expenses Policy" is attached in Appendix B for reference.

A comparison of thresholds and other key term to other Essex County municipalities is provided in Appendix C.

LINK TO STRATEGIC PLAN

Effectively manage corporate resources and maximize performance in day-to-day operations.

FINANCIAL CONSIDERATIONS

The thresholds and eligible expenses are all subject the amounts approved in the Town's Municipal Budget, therefore, any financial implications associated with this policy will be limited to annual budget approval.

CONSULTATIONS

The Conference, Travel and Expense policies of all Essex County municipalities were reviewed as part of the proposed policy.

RECOMMENDATION

That Council approve the Council and Committee - Conference, Travel and Other Expense policy as proposed or provide direction for further amendment.

Ryan McLeod

Ryan McLeod, CPA, CA
Director of Financial & IT Services