



## COUNCIL AND COMMITTEE – CONFERENCE, TRAVEL AND OTHER EXPENSES

Policy #: FIN-04

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Reviewed/Revised:

Prepared By: R. McLeod

Reviewed By: J. Norton

Approved By: Council

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### 1.0 PURPOSE

The Town of Kingsville ("Town") is committed to providing Council and Committee Members with opportunities to attend Conferences and Special Events to effectively carry out their responsibilities as elected or appointed officials. This policy establishes the manner by which Council and Committee conference, travel and other expenses will be reimbursed by the Town.

### 2.0 SCOPE

This policy applies to all Council and Committee Members

### 3.0 DEFINITIONS

**"Committee"** means a committee created by Council;

**"Committee Member"** means a member of a Committee **appointed by Council** and includes an ex-officio member;

**"Conferences"** means seminars or meetings for consultation, discussion and/or instruction, workshops or training that are relevant to the function of the Council or Committee Member;

**"Council Member"** means an elected official of the Town of Kingsville.

**"Maximum Conference Expense"** means the maximum amount to be paid annually to a Council Member for expenses incurred in connection with his or her attendance at Conferences and Special Events as calculated by dividing the total amount provided for in the approved budget by the number of Council Members.

**"Mileage"** means the automobile allowance rate per kilometre as set by Canada Revenue Agency multiplied by the number of kilometres to the point of destination and return

**"Normal Business Hours"** means Monday to Friday from 8:30 – 4:30, excluding Holidays.

**"Special Event"** means a day or evening event or festivity in which an individual is attending as a representative of the Town of Kingsville.

#### **4.0 REFERENCE DOCUMENTS**

Annual Budget

Expense Claim Form

#### **5.0 RESPONSIBILITIES**

##### **5.1 Council and Committee Members**

Understanding this policy and only seek reimbursement for those expenses which in their best judgement are in accordance with it.

##### **5.2 Treasurer (or designate)**

- i) Review and approve all expense reimbursement claims in accordance with this policy;
- ii) Provide a quarterly update to each Councillor on their Maximum Conference Expense balance, or upon request;
- iii) Prepare an annual statement on remuneration and expenses paid to Council and Committee Members, as required by section 284 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended.

#### **6.0 PROCEDURE**

##### **6.1 Approval for Attendance**

Council Members

Shall use their judgement to attend Conferences or Special Events which they deem to be beneficial to the Town, subject to their Maximum Conference Expense budget.

Committee Members

Requests to attend Conferences by Committee Members shall be approved by the Chair of Committee. Such approvals shall be subject to the Committee's approved budget.

For clarity, if a Councillor is attending a Conference or Special Event, by virtue of their role as a Committee Member, the expenses shall be charged to their respective Committee's budget. If no such budget exists, the Councillor may claim the expense against their Maximum Conference Expense budget

## 6.2 Conference Expenses

Subject to the Maximum Conference Expense or Committee Budget, the following expenses shall be paid by the Town, in connection with attendance at Conferences:

- i) **Transportation** – the lesser of mileage or the actual transportation expense. Mileage will only be paid when travel is required to attend Conferences outside of the boundaries of the Town of Kingsville.
- ii) **Registration** – the registration fee.
- iii) **Accommodation** – the actual cost of accommodation based on single or double occupancy when required to travel outside of Windsor and Essex County.
- iv) **Meals** – An allowance for meals will be provided as follows, except when meals are provided as part of the Conference registration.

Breakfast	\$15.00
Lunch	\$20.00
Dinner	\$40.00

Receipts to claim a meal allowance are not required. In lieu of receipts, the following guideline shall be applied when a claiming meal allowance:

- Breakfast – When the individual is required to leave for a trip before 6 a.m. or is away overnight.
  - Lunch – When the individual is required to leave before noon or arrives home after 2 pm.
  - Dinner – When the individual could not arrive home before 7 pm or is away overnight.
- v) **Incidentals** – personal telephone expenses, taxis, shuttles, parking, gratuities, applicable taxes, etc. to a maximum of \$55.00 per day. Receipts are required to claim incidental expenses.

- vi) **Remuneration** - A Council Member may request remuneration in the amount of \$200.00 for each full day or \$100 for each half day he or she attends a Conference or Special Meeting of Council, during Normal Business Hours. Such remuneration shall be applied to the Council Member's Maximum Conference Expense

### **6.3 Town Clothing**

A Council Member may request reimbursement for clothing with the Town logo. Such expenses will be applied to the Council Member's Maximum Conference Expense.

### **6.4 Attendance at Special Events**

Council members may attend Special Events as a representative of the Town of Kingsville. The cost of their ticket or admission to the Special Event will be charged to the Councillor's Conference Expense Account and shall be applied to the Council Member's Maximum Conference Expense. The cost of tickets or admission for guests will not be eligible for reimbursement. No remuneration shall be paid to Councillor's for attendance at Special Events.

### **6.5 Entertaining**

The Mayor is authorized to make expenditures to entertain various individuals and groups when the Mayor deems the same to be advantageous to the Town. The expense shall be charged to the Mayor's Promotional Account.

The CAO may make expenditures to entertain various individuals and groups when the CAO deems the same to be advantageous to the Town. The expense shall be charged to the Administration Miscellaneous Expense Account.

## **7.0 GENERALLY**

- 7.1** Council or Committee Members may request that the payment of certain expenses to be incurred in accordance with this policy be paid directly to the institution, service or transportation provider, hotel, or facility as the case may be, by the Town by way of Town credit card or otherwise.
- 7.2** Requests for payment of expenses incurred shall be submitted to the Treasurer using an Expense Claim Form as developed by Administration.

All requests shall be made within 30 days of the date upon which the expense is incurred and shall be supported by valid receipts (where required) and any other documentation as may be required by the Treasurer.

- 7.3** Any requests for payment of expenses from a Councillor's Maximum Conference Expense account which are deemed not in accordance with this policy shall require an approved motion of Council.

## **8.0 REVIEW/REVISIONS**

<b>No.</b>	<b>Revision Details (incl. provision #)</b>	<b>Revision By</b>	<b>Date</b>
1.			
2.			
3.			
4.			
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6.			
7.			
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Questions about this policy can be referred to the Director of Financial & IT Services