

Council and Committee – Conference, Travel and Other Expense Policy Review

Committee of The Whole – June 17, 2024

Agenda

Items for discussion:

- Remuneration (i.e. Per Diems)
- Meal Allowance
- Mileage
- Maximum Conference Expenses Budget
- Meeting Expenses
- Expense Reimbursement Approval
- Other items?

Remuneration (per diem)

- **Current Policy**

- **Section 6.2 (vi) “Remuneration** - A Council Member may request remuneration in the amount of \$200.00 for each full day or \$100.00 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”
- **Section 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.”

Remuneration (per diem) (cont'd)

Discussion

- Does the current policy meet expectations?
- Are there more events that should qualify for a per diem?

Recommendations:

- 1) **Remuneration – create separate budget line for per diems; outside and in addition to the \$4,200 Conference Expense Account Budget**
- 2) **Councillors will automatically receive payment based on attendance at eligible meetings or training events**
- 3) **No change to current per diem policy for attendance at “Special Events” (i.e. no compensation)**

Meals

- **Current Policy**

- **Section 6.2 (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

Recommendation #4:

- **Increase lunch allowance to \$25.00 due to inflation**

Mileage

- **Current Policy**

- **Section 6.2 (i) “Conference Expenses - Transportation** – the lessor 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”

- **Discussion**

- Currently the policy does not provide any guidance for mileage outside of Conferences.

Mileage (cont'd)

Recommendation #5 :

- Add the following section to the policy:

“Councillors may claim mileage to attend Special Events, Committee Meetings, or to perform other duties of Council for which no direct compensation is received.

For clarity, the following activities are not eligible for mileage;

- Attendance at Regular or Special Meetings of Council, or
- Attendance at Committee Meetings for which they receive direct compensation

Mileage claims are subject to the limits of each Councillor's Conference Expense Account.”

Conference Expense Budget

- **Current Policy**

- The Conference Expense Budget, per Councillor, is set annually during Budget
- The current budget is \$4,200 per Councillor

- **Discussion**

- With the removal of “Per Diems” from the Conference Expense Budget (Recommendation #1), Council will have more funding available to attend training or events
- Budget vs Actuals – based on the past 6 years; Conference budget has always been in a surplus in totality.

Recommendation #6:

- **Amend the policy to provide the Mayor with the authority to approve expenses in excess of an individual Councillor’s Conference Expense Budget (upon request).**

Meeting Expenses

- **Current Policy**
 - **Section 6.5** “The Mayor is authorized to make expenditures to entertain various individuals or groups when the Mayor deems the same to be advantageous to the Town. The expense shall be charged to the Mayor (and Town) Promotional Account.”
- **Discussion**
 - Should alcohol be a permitted expense?

Recommendation #7:

- **Require a Meeting Expense form to be submitted with receipts**
- **All expenses require approval of Deputy Mayor or Majority of Council**



TOWN OF KINGSVILLE

~ MEETING EXPENSE ~

Employee Name: _____ Date: _____

Meeting Subject: _____

Purpose of Meeting: _____

Names of Attendees (list): _____

Total Meeting Claimed (attach receipts): \$ _____ -

Employee Signature: _____ Date: _____

Authorized By: _____ Date: _____

** Please return this sheet to Payroll



Appendix D

Expense Approval

- **Current Policy (Section 5)**
 - Section 5.2 - All Requests for payment of expenses are to be submitted to the Treasurer

Recommendation #8 :

- All expense claims under this policy require approval of the Mayor
- All expense claims by the Mayor require approval by;
 - Deputy Mayor, or
 - Majority of Council



**Other Questions/Comments /
Suggestions?**