



**Date:** July 8, 2024

**To:** Mayor and Council

**Author:** Margaret Schroeder, Manager of Finance/Deputy Treasurer

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

**Report No.:** FS-2024-08

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## **RECOMMENDED ACTION**

1. That the amendments to the Council and Committee – Conference, Travel and other Expense Policy, as recommended by Committee of the Whole and Administration, **BE APPROVED**.

## **BACKGROUND**

The Town of Kingsville 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.

The existing policy was approved by Council on January 11<sup>th</sup>, 2021.

The existing policy was reviewed by the Committee of the Whole on June 17<sup>th</sup>, 2024.

## **DISCUSSION**

During the June 17<sup>th</sup>, 2024 Committee of the Whole meeting, the Committee directed Administration to update the policy based on a series of directions. These directions are summarized below and have been reflected in the amended policy attached to this report.

1. That Council approve the following:
  - a. increase the annual \$4,200.00 Conference Expense Account Budget, per member of Council, to \$6,500.00 effective in 2025;

**Action – As per the existing policy, Conference Expense Accounts are determined during budget deliberations. The Treasurer will ensure the motion noted above is reflected in the 2025 Draft Budget.**

- b. automatically issue payment to Members of Council for their attendance at eligible meetings or training events;

**Action – See section 6.3.**

- c. amend the definition of "Conference" in the Council and Committee – Conference, Travel, and Other Expense Policy to include weekends;

**Action – See section 6.3.**

- d. not amend the current per diem for attendance at “Special Events” contained in the Council and Committee – Conference, Travel, and Other Expense Policy (i.e. no compensation).

**Action – No action required, refer to section 6.5**

- 2. That Council approve the following amendment to the Council and Committee – Conference, Travel, and Other Expense Policy as such:
  - a. increase the breakfast allowance from \$15.00 to \$20.00;
  - b. increase the lunch allowance from \$20.00 to \$30.00; and,
  - c. increase the dinner allowance from \$40.00 to \$50.00.
  - d. And further, that Administration automatically issue payment to Members of Council for eligible meals.

**Action – See section 6.2 (iii).**

- 3. That Council approve the following amendments to the Council and Committee – Conference, Travel, and Other Expense Policy as such:
  - a. “Councillors may claim mileage to attend Special Events, Committee Meetings, or to perform other duties of Council for which no direct compensation is received.
    - i. For clarity, the following activities are not eligible for mileage;
      - 1. Attendance at Regular or Special Meetings of Council, or
      - 2. Attendance at Committee Meetings for which they receive direct compensation, or
      - 3. If inside of Town boundaries.

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

**Action – See section 6.7**

4. That the Council and Committee – Conference, Travel, and Other Expense Policy BE AMENDED to require a Meeting Expense form to be submitted with receipts for the Mayor's Promotional Account.

**Action – See section 6.6 and Appendix A.**

5. That the Council and Committee – Conference, Travel, and Other Expense Policy BE AMENDED to provide the Mayor with the authority to approve expenses in excess of an individual Councillor's Conference Expense Budget (upon request).

**Action – See section 5.2 (ii)**

6. That the Council and Committee – Conference, Travel, and Other Expense Policy BE AMENDED to require that all expense claims for Councillors and the Deputy Mayor under this Policy require approval.

**Action – See section 5.2 (i)**

Administration is recommending some additional policy language amendments which have been highlighted in the attached policy.

## **FINANCIAL CONSIDERATIONS**

Increasing the individual Council Conference Expense accounts from \$4,200 to \$6,500 annually will result in a \$16,100 increase to the 2025 Council Budget.

## **ENVIRONMENTAL CONSIDERATIONS**

None

## **CONSULTATIONS**

COTW  
CAO

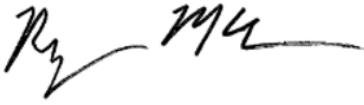
PREPARED BY:



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Margaret Schroeder, CPA  
Manager of Finance/Deputy Treasurer

REVIEWED BY:

A handwritten signature in black ink, appearing to read 'Ry McLeod', with a long horizontal flourish extending to the right.

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Ryan McLeod, CPA  
Director of Finance and Corporate Services/Treasurer