

Policy #: FIN-04

Issued: July 7, 2024

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 **Town of Kingsville** 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**;

**"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 Account"** means the maximum amount to be paid annually to each 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 kilometer as set by Canada Revenue Agency multiplied by the number of kilometers to the point of destination and return.

**"Normal Business Hours"** means Monday to Friday from 8:30 am – 4:30 pm, 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

- i) Shall ensure that all such expenses claimed are legitimate to the business of the Town of Kingsville or enable them to better carry out the duties of their office,
- ii) Shall submit any requests for reimbursement, with valid receipts (where applicable), within 30 days from the date in which the expense was incurred.

##### 5.2 Mayor

- i) Shall approve all expense claims submitted by members of Council.
- ii) May authorize requests for reimbursement that exceed an individual Councillor's Conference Expense Account but are otherwise within the overall Council budget and the guidelines of this policy.

##### 5.3 CAO

- i) Shall approve all expense claims submitted by the Mayor.
- ii) Any significant discrepancies from this policy or budget allocations shall be reported to Council.

##### 5.4 Clerk (or designate)

- i) Requests for payment of expenses incurred shall be submitted to the Clerk using an Expense Claim Form as developed by Administration; and,
- ii) All travel accommodations are to be scheduled by the Clerk's Department.

##### 5.5 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 Conference Expense Account 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 the limits of their Conference Expense Account.

#### **Committee Members**

Requests to attend Conferences by Committee Members shall be approved by the **Mayor 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 Conference Expense Account.

### **6.2 Conference Expenses**

Subject to the limits of each Councillor's Conference Expense Account or Committee Budget, the following expenses shall be paid by the Town, in connection with attendance at Conferences:

#### **i) Transportation**

- a) 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.
- b) **Where possible, Council or Committee members are encouraged to use Town owned pool vehicles and / or car pool.**
- c) **Where more than one member of Council is travelling in the same vehicle, only the owner of said vehicle is entitled to**

- reimbursement for mileage expenses,
- d) Loss or damage to a personal vehicle shall not be the responsibility of the Town of Kingsville. Owners of personal vehicles should ensure the vehicle is properly maintained and is appropriately insured. The owner assumes all liability and risk associated with use of the personal vehicle.
- e) Any traffic violations, including parking tickets, will not be reimbursed by the Town,
- f) Air and rail transportation shall be limited to economy or coach class only, except where business class travel is more economical because of a membership or government discount. Any deviation from this must be approved in advance by the Mayor.

i) **Registration** – the registration fee.

ii) **Accommodation** – The actual cost of accommodation will be provided as follows:

- a) Overnight accommodation will be paid for the duration of the event when required to travel outside Windsor & Essex County, including travel time,
- b) Overnight accommodation should be selected on the basis of practical location and reasonable cost, with preference to establishments offering conference related rates or one which provides a Government rate where possible. Accommodation with relatives or friends will not be reimbursed,
- c) Ancillary charges, including, but not limited to pay-per-view and mini-bar expenses, are the personal responsibility of the traveler and will not be reimbursed,

iii) **Meals** – An allowance for meals will be provided as follows, except when meals are provided as part of the Conference registration.

Breakfast	\$20.00
Lunch	\$30.00
Dinner	\$50.00

Receipts to claim a meal allowance are not required and will be provided to Council automatically based on the Conference or Travel

**itinerary.** 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.

**If Council members are unable to partake in the meals offered by a Conference vendor, the Mayor may approve additional reimbursements.**

iv) **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.

**6.3 Remuneration (per diems) - Each Council Member shall receive remuneration in the amount of \$200.00 for each full day or \$100.00 for each half day they attend a:**

- Special Meeting of Council during Normal Business Hours,
- Conference (any time)
- Travel time to attend a Conference (any time)

**Eligible remuneration will be issued automatically, where applicable, on the following pay period.**

Such remuneration shall be applied to the Council Member's Conference Expense Account.

#### **6.4 Town Clothing**

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

#### **6.5 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. The cost of tickets or admission for guests will not be eligible for reimbursement. No remuneration (per diems) shall be paid to Councillor's for attendance at Special Events.

#### **6.6 Entertaining Business Meeting Expenses**

The Mayor is authorized to make expenditures to **conduct business with** 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 and Town Promotional Account".

The CAO may make expenditures to **conduct business with** 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.

**When the Mayor or CAO hosts a business meeting that incurs expenses, they are required to complete the Meeting Expense Form (Appendix A). The purpose of the meeting and the names of all attendees must accompany the receipt. All expenses for meals are to be kept to a reasonable amount. (Note: gratuities and taxes are to be included)**

**Where deemed appropriate, only the Mayor or CAO may expense alcohol, and in limited circumstances.**

#### **6.7 General Travel/Mileage**

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

**The following activities are not eligible for mileage;**

- i. Attendance at Regular or Special Meetings of Council, or**
- ii. Attendance at Committee Meetings for which they receive direct compensation,**
- iii. Other travel within Municipal Boundaries**

**For clarity, mileage claims are permitted for attendance at Regular or Special Council Meetings and Committee Meetings, when they occur outside of municipal boundaries.**

Mileage claims are subject to limits of each Councillor's Conference 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 Any requests for payment of expenses from a Councillor's Conference Expense Account which are deemed not in accordance with this policy shall require **approval from the Mayor** ~~approved-motion of Council.~~

7.3 Upon each new Council term, Administration will review and provide recommendations to Council if there are necessary changes to the Council and Committee – Conference, Travel and Other Expenses Policy.

## 8.0 REVIEW/REVISIONS

No.	Revision Details (incl. provision #)	Revision By	Date
1.	Revision to include more clarity on mileage, meals, meeting expenses, conferences, etc.	M.Schroeder	July 8, 2024
2.			

Questions about this policy can be referred to the Director of Financial & IT Services