



Corporation of the Township of Brock

Staff Report to the Mayor and Members of Council

From: Trena DeBruijn
Position: Director of Finance/Treasurer
Title / Subject: Update to Conference, Convention and Seminar Attendance Policy
Date of Report: August 2, 2024
Date of Meeting: August 12, 2024
Report No: 2024-FI-024

1.0 Issue / Origin

This report outlines the recommended changes to the Conference, Convention and Seminar Attendance Policy.

2.0 Background

The Township has a policy that applies to both Members of Council and employees that outlines and defines what is allowed when attending conferences, conventions and seminars and details the approval procedures and responsibilities of each party.

3.0 Analysis

The Conference, Convention and Seminar Attendance Policy (AP 38) was last updated in June 2022, however, staff are unsure when the reimbursement rates were last updated.

Given the rising costs of food and restaurant meals, staff recommend that the reimbursement rates be increased as follows:

- Breakfast reimbursement be increased from \$15 to \$20 per day
- Lunch reimbursement be increased from \$20 to \$25 per day
- Dinner reimbursement be increased from \$25 to \$35 per day

There is NO reimbursement for alcohol purchases and tips will be reimbursed up to a maximum of 15%. All expenses are to be supported with receipts.

In addition, Section 2.4 has been updated to clearly indicate that companion programs, meals/beverages and programs that propose a fee for companion travels, will not be covered by the Township. This is further emphasized in Section 3.0.

4.0 Related Policies / Procedures

Policy AP 38 – Conference, Convention and Seminar Attendance

5.0 Financial / Budget Assessment

Attendance at conferences, conventions and seminars have been budgeted in the Corporate Department for 2024.

5.1 Asset Management

N/A

6.0 Climate Change Impacts

N/A

7.0 Communications

The updated policy will be shared with Members of Council and employees.

8.0 Conclusion

The update to the conference, convention and seminar attendance policy will allow Members of Council and employees to continue attending educational events and be appropriately reimbursed.

9.0 Recommendation

It is recommended that report 2024-FI-024 on the Update to the Conference, Convention and Seminar Attendance Policy be approved.

Attachment – Policy AP 38 - Conference, Convention and Seminar Attendance