



## The Corporation of the Town of Tecumseh

Financial Services

**To:** Policies and Priorities Committee

**From:** Tom Kitsos, Director Financial Services & Chief Financial Officer

**Date to Council:** March 26, 2024

**Report Number:** FS-2024-04

**Subject:** Travel Policy – Council

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### Recommendations

It is recommended:

**That** Report FS-2024-04 entitled “Travel Policy – Council” **be received**;

**And that** the Travel Policy – Council in Attachment 1 **be recommended** by the Policies and Priorities Committee for approval and adoption at the April 9, 2024, Regular Council Meeting;

**And further that** existing Town Policy 14, entitled “Travel Policy” **continue to be in effect** for Municipal employees and Appointed Officials;

**And furthermore, that** a policy similar in nature and intent to the Travel Policy – Council **be developed** for Municipal Employees and Appointed Officials for the next Policies and Priorities Committee meeting.

### Background

The Town of Tecumseh (Town) first implemented a Travel Policy in 2001, policy number 14, which has been updated several times since and most recently in 2016. The policy established allowable expenses for Council Members, Municipal Employees, and Appointed Officials.

Periodic policy updates are required to ensure that policies remain current and relevant, which is the basis for this exercise.

The proposed update provides for the following:

- Greater clarification of allowable expenses through use of definitions and/or expanded detail within the body of the policy;
- Travel Expense approval authority directly tied to budget approval authority;
- A separate policy for Council; and
- Updated reimbursement rates

## **Comments**

### Definitions

The proposed update has expanded this section to include close to 20 defined terms. Definitions are intended to add clarity for specific terms and facilitate the consistent use and treatment of policy content for both users and approvers.

### Approval Authority

The term Expense Review Officer (ERO) is introduced with this update and identifies the person responsible for administering the policy and having approval authority. There is a direct link between approval authority and budget responsibility.

### Separate Policy for Council

The current policy applies to Council Members, Municipal Employees, and Appointed Officials of the Corporation, where Appointed Officials has typically applied to Committee and Board Members excluding Council.

The current policy includes language that accounts for differing policy allowances between Council, Committee and Board Members as compared to Municipal Employees. For example, the current policy has separate sections pertaining to Per Diem allowances and to maximum number of conferences that can be attended by Council members.

The creation of separate policies is intended to eliminate any confusion between the differing policy allowances and allows for the inclusion of legislation specifically related to the reimbursement of expenses for members of Council.

### Updated Reimbursement Rates

The current policy includes specific reimbursable amounts related to daily allowances and per diems and was last updated in 2016. The reimbursable amounts are identified within the body of the policy.

The updated policy provides for inflationary increases to rates since 2016 and includes a separate appendix that details reimbursable amounts. Future rate updates will only require an amendment to the appendix as opposed to various sections within the body of the policy.

### **Consultations**

Legislative Services & Clerk  
Chief Administrative Officer

### **Financial Implications**

The 2024 approved budget is expected to accommodate the proposed updated reimbursement rates.

### **Link to Strategic Priorities**

<b>Applicable</b>	<a href="#">2023-2026 Strategic Priorities</a>
<input type="checkbox"/>	Sustainable Growth: Achieve prosperity and a livable community through sustainable growth.
<input type="checkbox"/>	Community Health and Inclusion: Integrate community health and inclusion into our places and spaces and everything we do.
<input checked="" type="checkbox"/>	Service Experience: Enhance the experience of Team Tecumseh and our citizens through responsive and respectful service.

## Communications

Not applicable

Website

Social Media

News Release

Local Newspaper

This report has been reviewed by Senior Administration as indicated below and recommended for submission by the Chief Administrative Officer.

Prepared by:

Vanessa DaDalt, CPA, CA, CTP  
Deputy Treasurer & Manager Revenue Services

Reviewed by:

Tom Kitsos, CPA, CMA, BComm  
Director Financial Services & Chief Financial Officer

Recommended by:

Margaret Misek-Evans, MCIP, RPP  
Chief Administrative Officer

<b>Attachment Number</b>	<b>Attachment Name</b>
1	Travel Policy – Council