



The Corporation of the Township of Huron-Kinloss

Staff Report

Report Title: Meal Allowance

Date: May. 22, 2024

Department: Treasury

Prepared By: Christine Heinisch, Treasurer

Attachments: None

Report Number: TRE-2024-05-31

File Number: C11 TRE 24

Recommendation:

THAT the Township of Huron-Kinloss Council receives for information Report TRE-2024-05-31 prepared by Christine Heinisch, Treasurer;

AND FURTHER direct Staff on any changes to the current meal allowance policy.

Background:

Township of Huron-Kinloss Council requested a staff report to review the meal allowance rates as a result of an increase in the cost of meals recently. The meal allowance rates are included in the Township of Huron-Kinloss Professional Development and Expense Policy.

Discussion/Analysis/Overview:

The Township of Huron-Kinloss current Meal Allowance rates are:

Breakfast \$10.00

Lunch \$20.00

Supper \$40.00

This policy applies to all staff including all persons employed permanently, part-time or temporarily, as well as Council.

Staff has completed a review of the neighbouring municipalities current meal allowance rates and have found the following:

Breakfast	Lunch	Dinner	Total
\$15.00	\$20.00	\$45.00	\$80.00
\$20.00	\$30.00	\$50.00	\$100.00
\$15.00	\$20.00	\$45.00	\$80.00
Maximum per day			\$100.00
\$20.00	\$30.00	\$50.00	\$100.00

\$23.60	\$23.90	\$58.60	\$106.10
\$10.00	\$15.00	\$40.00	\$65.00
\$10.00	\$20.00	\$40.00	\$70.00

The Township is on the lower end of the scale currently and with the rising cost of food Staff expect that reviews will also be done by the other neighbouring municipalities in the near term.

Financial Impacts:

The operating budget has been adopted with the current rates taken into consideration. Should Council wish to adjust the meal allowance there will be an impact to the 2024 operating budget. Any changes will affect all employees and Council.

Changes could be implemented as of January 1, 2025 and be reflected in the 2025 operating budget.

Performance Measurement:

The goal of the policy is to remain in line with actual costs.

Strategic Area:

- Embrace a thriving rural lifestyle
- Enhance Municipal Service Delivery
- Prepare for Inclusive Growth
- Ensure Financial Stability

Strategic Goal: Commit to financial health and sustainability

Respectfully Submitted By:

Christine Heinisch, Treasurer

Report Approved By:

Jodi MacArthur, Chief Administrative Officer