

Report to Council

Report Title:	Review and Updates to Council Conference and Conventions Policy and Council Expense Reimbursement Policy		
Prepared By:	Trish Serratore, Chief Financial Officer		
Department:	Finance		
Date:	January 13, 2026		
Report Number:	FIN2026-02	File Number:	C11FIN, A09
Attachments:	Council Conference & Conventions Policy (A04-99-01) Council Expense Reimbursement Policy (F09-2010-11)		

Recommendation:

That the Council of the Municipality of Brockton hereby receives Report Number FIN2026-02 - Review and Updates to Council Conference and Conventions Policy and Council Expense Reimbursement Policy, prepared by Trish Serratore, Chief Financial Officer and in doing so approves bringing forward By-Laws to adopt the recommended changes to the Council Conference & Conventions Policy, as well as Council Expense Reimbursement Policy.

Report:

Background:

Council periodically reviews its governance and administrative policies to ensure they remain current, transparent, and reflective of Council's expectations. The Council Conference & Conventions Policy (A04-99-01) and the Council Expense Reimbursement Policy (F09-2010-11) were last revised in May 2018. Since that time, administrative practices, accountability standards, and reporting expectations have evolved, necessitating a review and update of both policies.

The proposed revisions are administrative and clarifying in nature and are intended to improve consistency, readability, and alignment between the two policies.

Analysis:

The review of the Council Conference & Conventions Policy (A04-99-01) and the Council Expense Reimbursement Policy (F09-2010-11) was undertaken to ensure both documents remain clear, internally consistent, and aligned with current administrative practices, legislative expectations, and Council oversight responsibilities.

Council Conference & Conventions Policy (A04-99-01)

This policy provides the framework governing Council attendance at conferences and conventions related to municipal business. The policy establishes clear annual attendance limits for Councillors and the Mayor and requires Council approval by resolution for attendance beyond those limits or for events outside the Province of Ontario.

The proposed updates to this policy are administrative and clarifying in nature. They focus on improving readability, updating formatting, and confirming references to the Council Expense Reimbursement Policy. The updates also reinforce that all attendance and associated expenses remain subject to Council-approved budgets and applicable by-laws. Importantly, no changes are proposed to the number of conferences or conventions permitted, the approval process, or the financial entitlements currently afforded to Members of Council.

Council Expense Reimbursement Policy (F09-2010-11)

This policy establishes a comprehensive framework for the reimbursement of expenses incurred by Members of Council while conducting municipal business. It clearly defines eligible and ineligible expenses, outlines standards and options for travel and accommodation, and sets out documentation and submission requirements to ensure transparency and accountability.

The proposed updates to this policy are intended to clarify definitions, eliminate duplication within the document, and improve consistency across sections. Specific emphasis has been placed on aligning meal and mileage reimbursement language with County-established annual rates, reinforcing documentation requirements, and ensuring submission timelines are clearly articulated. These changes support sound financial management practices and reduce the potential for interpretation or inconsistency in the application of the policy.

Taken together, the recommended updates improve alignment between the two policies, enhance clarity and administrative efficiency, and promote consistent application across the Municipality. The revisions do not expand Council authority, introduce new categories of eligible expenses, or increase the Municipality's financial exposure. Rather, they update and refine existing policies while maintaining Council's established governance framework.

Strategic Action Plan Checklist:

What aspect of the Brockton Strategic Action Plan does the content/recommendations in this report help advance?

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| • Recommendations help move the Municipality closer to its Vision | Yes |
| • Recommendations contribute to achieving Heritage, Culture, and Community | N/A |
| • Recommendations contribute to achieving Quality of Life | N/A |
| • Recommendations contribute to achieving Land Use Planning and the Natural Environment | N/A |
| • Recommendations contribute to achieving Economic Development | N/A |
| • Recommendations contribute to achieving Municipal Governance | Yes |

Financial Impacts/Source of Funding:

- Do the recommendations represent a sound financial investment from a sustainability perspective? Yes

The recommendations do not result in additional financial impacts and do not represent an increase in Council spending authority. All expenses remain subject to approved budgets and existing by-laws.

Respectfully Submitted by:



Trish Serratore, Chief Financial Officer

Reviewed By:



Sonya Watson, Chief Administrative Officer