



BOARD REPORT

REPORT No.: 2023-28
MEETING DATE: JUNE 15, 2023
SUBJECT: PROPOSED MEAL ALLOWANCE RATES

RECOMMENDATION

THAT with respect to Report No. 2023-28 (Corporate Services Division), we, The District of Thunder Bay Social Services Administration Board, approve the revised Meal Allowance rates as presented, effective July 1, 2023.

REPORT SUMMARY

To request that The District of Thunder Bay Social Services Administration Board (TBDSSAB or the Board) approve the revised Meal Allowance rates in accordance with Policy CS-02:85 - Travel and Business Expense.

BACKGROUND

At the February 25, 2016, Board meeting the Board approved Policy CS-02:85 - Travel and Business Expense.

In accordance with this policy, any change to the rates for Meal Allowances must be approved by the Board.

COMMENTS

Meal Allowance rates have not been updated since the Policy was approved in 2016. Administration has reviewed the Meal Allowance rates relative to current economic conditions and realities of travel both within and outside of the District of Thunder Bay.

The review included a comparison of TBDSSAB meal allowances to other District Social Services Administration Boards (DSSABs).

The following is a summary of the ranges of other DSSABs' meal allowances:

	Current Meal Allowance Rates			
	Within District (\$)	Average (\$)	Outside District (\$)	Average (\$)
Breakfast	10.00 – 21.10	15.80	12.00 – 22.80	17.86
Lunch	15.00 – 30.00	20.36	18.00 – 35.00	23.18
Dinner	22.00 – 56.60	37.13	30.00 – 56.60	43.13

In addition, an amount for incidentals was also provided by one of the DSSABs. Three (3) of the DSSABs have recently updated their rates that resulted in significant increases. One is currently reviewing their rates and anticipating an increase as a result.

The current and proposed new Meal Allowance per diem rates are provided in the table below:

	Current Meal Allowance Rates		Proposed Meal Allowance Rates	
	Within District of Thunder Bay	Outside District of Thunder Bay	Within District of Thunder Bay	Outside District of Thunder Bay
Breakfast	\$12.00	\$15.00	\$16.00	\$18.00
Lunch	\$15.00	\$18.00	\$20.00	\$23.00
Dinner	\$30.00	\$35.00	\$37.00	\$43.00
Total	\$57.00	\$68.00	\$73.00	\$84.00

STRATEGIC PLAN IMPACT

This Report relates to the Board's strategic direction of Financial Stewardship, with a focus on ensuring accountability of TBDSSAB resources.

FINANCIAL IMPLICATIONS



The 2023 TBDSSAB Operating Budget included \$15,900 for Meal Allowance. If approved, and with an effective date of July 1, 2023, the financial impact for 2023 would be approximately \$1,700. The revised rates would be considered when developing subsequent operating budgets.

CONCLUSION

It is concluded that the proposed increases to Meal Allowance rates are reasonable and should be approved.

REFERENCE MATERIALS

None.

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SIGNATURE	
APPROVED BY	Georgina Daniels, FCPA, FCA, Director - Corporate Services Division
SIGNATURE	
SUBMITTED BY:	William (Bill) Bradica, Chief Administrative Officer