Corporate Policy

Subject: Council Expense

Council Approval Date: February 28, 2023

Report Number: By-law 2023-014

Reviewed on: May 12, 2025 Governance Review Committee (Attended Conference reporting),
May 6, 2025 General Committee (Council Expense Reporting)

Amended: January 27, 2026 – Staff Report 2026-0002
May 20, 2025 - Staff Report 2025-0273 and Staff Report 2025-0244

Next Review: May 2029

Repeals or Replaces: Council resolution 2012-307

Purpose:

The Town of Caledon shall provide Members of Council with fair remuneration, allowances, benefits, resources, and reimbursement for reasonable permitted expenses incurred while carrying out their respective roles and responsibilities.

Definitions:

Term	Definition
None	None

Scope:

This policy applies to all Council members.

Policy Statement:

Part 1 Generals Expenses and Limits

1.1 The Corporate Expense budget shall be identified and adjusted each year during the budget process for the following expenses:

a) Cell phones
b) Training / Development / Seminars
c) Office Supplies
d) Newsletters and Advertising

e) Community Engagement

1.2 Members of Council are given an annual taxable allowance to cover costs not currently allocated or outlined in this policy to cover such costs as mileage, additional training and development, home office, meals with constituents and community stakeholders, etc. as follows:

Mayor: $16,000
Councillor: $6,100

1.3 A Member of Council will not be reimbursed for the cost of a fine.

1.4 Ineligible expenses - expenses that will not be paid or reimbursed by the Town are listed below:

- items for personal use
- expenses unrelated to Caledon business
- individual donations that do not support community group efforts in the Town
- expenses incurred by a third party, for example expenses paid or requested by a group or individual other than an Elected Official
- events for a for-profit organization
- alcohol, cannabis products, lottery ticket expenses
- accumulated expenses exceeding the Member of Council's annual budget allocation

1.5 The annual budget for each Council Member's office in a municipal election year shall be expensed up to a maximum half of the annual budget prior to the start of the campaign period on May 1, and the balance of the budget shall be held as ineligible for expenditure until the new term of Council begins on November 15.

1.6 The rules and procedures required to be established by Council under the Municipal Election Act, 1996 prevails over the rules and procedures in this Policy.

1.7 An expense incurred by a Regional Councillor while performing Regional related business is not an eligible individual expense. Claims for Regional expenses are to be made directly through the Region of Peel.

1.8 Loss or damage to a vehicle shall not be the responsibility of the Town.

1.9 Any assets purchased using Town funds, remain the property of the Town and must be returned to the Town in the event that the individual is no longer a Member of Council.

1.10 The Town Clerk or designate shall be responsible for the approval of requests for payment/reimbursement of eligible individual expenses subject to completion of the Expense Claim Form and supporting documentation.

Part 2 Cell phones

2.1 Costs of Town business related long-distance charges incurred on a Member of Council's personal home telephone service or Town of Caledon's telephone service.

2.2 Cell phone service including monthly charges and usage charges for Town related business

Part 3 Training / Development / Seminars (includes Travel & Meals)

3.1 Priority of the budget will be given to members of council attending the following training / development / seminars:

- AMO – Association of Municipalities of Ontario
- OGRA / ROMA – Ontario Good Roads Association / Rural Ontario Municipal Association
- FCM (1 Member) Federation of Canadian Municipalities

3.2 A **Training/ Development/ Seminar** and associated travel and meals is an eligible individual expense applied to the Corporate Expense Budget:

- Actual costs for registration fees.
- Air travel costs will be reimbursed to a maximum of economy air fare. For the purpose of this policy, "economy air fare" shall mean the conference rate air fare, when available or the "economy air fare" which was generally available at the time when travel arrangements were made.
- Ground transportation to and from the airport.
- Car rental for use while on an out-of-town business trip will only be reimbursed should there be no other alternative.
- Use of a personal vehicle for travel to out-of-town functions will be reimbursed up to the mileage cost that does not exceed the cost of economy air fare for the same purpose.
- Accommodation shall be paid at a single room rate or at the conference rate for the duration of the event, plus one day travel, when appropriate.

- Meals while attending a conference/seminar or an education and development program. A Member of Council may elect to claim a per diem of $60.00 where a minimum of one overnight stay is required consisting of $10.00 for breakfast, $15.00 for lunch and $35.00 for dinner in lieu of submitting receipts for meal expenses while attending a conference/seminar or an education and development program. The per diem claim can be submitted for reimbursement one week in advance of the conference/seminar or education and development program.

3.3 The meal per diem rate will be set as follows:

- an annual review be undertaken by staff of the total per diem rate compare to the Region of Peel
- Staff be authorized to amend the Council expense policy to incorporate any change in the per diem
- Council be informed of the change in the per diem rate by a memo from the Town Treasurer

3.4 An Expense Claim Form and a vendor's receipt must be submitted in order for a claim to be processed, unless provided otherwise by this Policy. A credit card slip for meals will not be accepted in place of a vendor's receipt.

3.5 An Expense Claim Form must be submitted certifying all expenses incurred that have been paid in advance of attendance at the event (i.e.: airfare, accommodation, per diem, etc.).

3.6 A Member of Council will not be reimbursed for an alcoholic beverage.

3.7 Where meals are included in the cost of registration for Training/ Development/ Seminar, the per diem will not be paid for the specific meal provided.

3.8 Deductions from a per diem for "Continental breakfasts" and meals provided by airlines/railways.

3.9 Registration, accommodations, and travel arrangements are to be made through the appropriate administrative support staff person.

3.10 A Member of Council who wishes to combine a Town business trip with personal travel may do so provided that they assume all additional expenses not related to Town business.

3.11 Where a conference or other event is hosted out of the country, foreign exchange will be paid on actual costs and converted at the exchange rate prevailing at the time the costs were incurred.

Part 4 Office Supplies

4.1 A business office expense such as those outlined below is an eligible individual expense:

- Business Cards that meet the Town's approved standards
- Stationery

4.2 Home office furniture is not an eligible individual expense and will not be reimbursed.

Part 5 Printing and Advertising

- Newsletters and flyers
- Printing requisitions
- Advertising
- Subscriptions – books, magazines, newspapers
- Postage of newsletters, flyers, and reports

Part 6 Community Engagement

6.1 A community engagement expense such as those outlined below is an eligible individual expense:

- Town related promotional items for community related initiatives and events
- Supplies for Council led community meetings and events
- Printing and Advertising as defined above

6.2 All expenses related to community engagement will be subject to the approval of the Town Clerk or designate.

Part 7 Corporate Accounts

7.1 The cost of a corporately sponsored table at an event shall be charged to a separate account and is not considered as an individual expense to a Member of Council. Corporately sponsored tables at events may be filled by a Member Council, staff, or guest.

7.2 The Mayor and Council Office have an annual budget with funds allocated for public relations. This account is available to support various corporately led community initiatives and Council supported and sponsored projects.

Part 8 Accountability

8.1 Members of Council are stewards of Town resources and are ultimately accountable to the public and their constituents for the type and level of expenses they incur.

8.2 Since Members of Council use public funds when they perform their duties, the public expects funds to be used solely for fulfillment of their public duties.

8.3 The following steps set out the action to be taken to resolve a dispute or extraordinary circumstance that may arise regarding reimbursement payments:

a) The Town Clerk or designate and the Town Treasurer shall meet with the Member of Council and make every reasonable effort to resolve the matter.
b) Where a matter cannot be resolved, the Town Clerk or designate and the Town Treasurer shall prepare a report to Council for consideration.

8.4 Staff shall report annually to Council on the expenses incurred to date, with a subtotal for each expense category.

8.5 Annual reports shall be posted on the Town website.

8.6 Upon submission of a signed Expense Claim Form, a Member of Council confirms that all claims are related to Town business.

8.7 Town staff are responsible to conduct a Total Rewards Program review in the third year of each term of Council and bring forward proposed changes for consideration.

8.8 Any Council member who individually attends a conference on their own shall file a report to the Clerk within a month of the attended conference for inclusion onto the next relevant agenda, containing at minimum a summary of the information gathered and the benefit of attending.

8.9 The Mayor on behalf of attending Councillors may file a report where multiple Council members attend the same conference, in-keeping with the reporting requirements set out for a Council member individually attending a conference.

Reference and Related Documents:

Appendix A – Information Technology Equipment & Services (not included in the Corporate Expense Budget)

At the commencement of each Term of Council, staff will work with members of Council and provide them with information technology equipment and services in accordance with current corporate technology standards. During the term of Council one upgrade to the Mobile Device will be provided.

The cost of the equipment replacement and/or service referred to above shall be charged to a separate account and is not considered as an expense to a Member of Council's individual expense account and shall be included in the annual budget.

Town staff does not provide support to computers, computer equipment or software that is not owned by the Town.

The technology equipment /software provided to Council remains the property of the Town of Caledon and shall be returned to the Town of Caledon when it is replaced with newer equipment or in the event that the Mayor or Councillor is no longer a Member of Council, except as provided for in this policy. At the end of a Term of Council, the Mayor and Councillors may purchase, from their own personal funds, their home office equipment or other assets originally paid using Town funds, for an amount based on fair market value plus associated taxes and disposition costs at the time of purchase.

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