

Corporate Policy

Subject: Council Expense

Council Approval Date: March 24, 2026

Report Number: Staff Report 2026-0130

Reviewed on: March 3, 2026 General Committee

Next Review: March 2030

Repeals or Replaces: 2022 to 2026 Council Expense Policy, effective November 15, 2026

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:

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) Technology
 - b) Training / Development / Seminars
 - c) Office Supplies
 - d) Newsletters and Advertising
 - e) Community Engagement
- 1.2 Members of Council are given an annual car allowance of \$12,000 for Mayor, and \$6,200 for Councillors.
- 1.3 Members of Council are given a General allowance (Taxable benefit) of \$4,000 for Mayor and \$2,000 for Councillors to cover costs not currently allocated or outlined in this policy to cover such costs as mileage, additional training and development, home office, and meals with constituents and community stakeholders.



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- 1.4 Ineligible expenses or expenses that will not be paid or reimbursed by the Town are:
- a) items for personal use,
 - b) expenses unrelated to Caledon business,
 - c) individual donations that do not support community group efforts in the Town,
 - d) expenses incurred by a third party, for example expenses paid or requested by a group or individual other than an Elected Official,
 - e) events for a for-profit organization,
 - f) payment of fines,
 - g) home office furniture,
 - h) Computers, computer equipment or software that is not owned by the Town of Caledon,
 - i) alcohol, cannabis products, lottery ticket expenses, or
 - j) 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 if the individual is no longer a Member of Council.
- 1.10 The Chief of Staff 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 Technology

- 2.1 Information technology equipment and services in accordance with current corporate technology standards will be provided to Council for use related to their roles as members of Council.
- 2.2 Cell phone service including monthly charges and usage charges for Town related business, or costs of business-related long-distance charges incurred on a Member of



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Council's personal home telephone service or Town of Caledon's telephone service is an eligible technology expense.

- 2.3 One upgrade to the mobile device provided to Council during the term of Council shall be permitted, included in the annual budget that is charged to a separate account, and is not considered as an expense to a Member of Council's individual expense account.
- 2.4 The technology equipment or 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 if the Mayor or Councillor is no longer a Member of Council.
- 2.5 The Mayor and Councillors may purchase returned technology, from their own personal funds, or other returned 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.

Part 3 Training, Development, and Seminars (including Travel & Meals)

- 3.1 Priority of the budget will be given to members of council attending the following training or development initiatives or seminars:
 - a) Association of Municipalities of Ontario (AMO),
 - b) Ontario Good Roads Association (OGRA),
 - c) Rural Ontario Municipal Association (ROMA),
 - d) FCM (1 Member) Federation of Canadian Municipalities.
- 3.2 The following training, development, or seminars and associated travel and meals is an eligible individual expense applied to the Corporate Expense Budget:
 - a) actual costs for registration fees,
 - b) air travel costs to a maximum of economy air fare, the conference rate air fare, when available, or the air fare which was generally available at the time when travel arrangements were made,
 - c) ground transportation to and from the airport,
 - d) car rental for use while on an out-of-town business trip only should there be no other alternative,
 - e) use of a personal vehicle for travel to out-of-town functions up to the mileage cost that does not exceed the cost of economy air fare for the same purpose, or
 - f) accommodation at a single room rate or at the conference rate for the duration of the event, plus one day travel, when appropriate.
- 3.3 Meals while attending a conference or seminar or an education and development program may claim a per diem rate 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, provided the per diem is submitted for reimbursement one week in advance of the conference, seminar, or education and development program:



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- a) The meal per diem rate will be reviewed by staff of the total per diem rate compared to the Region of Peel and authorized to amend this Policy to incorporate any change in rates, where Council be informed in-writing of the change in the per diem rate.
- 3.4 An Expense Claim Form and a vendor's receipt must be submitted for a claim to be processed, unless provided otherwise by this Policy, which 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 (including but not limited to airfare, accommodation, per diems).
- 3.6 Where meals are included in the cost of registration for the training, development, or seminar, the per diem will not be paid for the specific meal provided.
- 3.7 Deductions are taken from a per diem for continental breakfasts or meals provided by airlines or railways.
- 3.8 Registration, accommodation, and travel arrangements are to be made through the appropriate administrative staff person.
- 3.9 A Member of Council who wishes to combine a Town business trip with personal travel may do so if they assume all additional expenses not related to Town business.
- 3.10 Where a conference or other event is hosted outside 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 Business cards that meet the Town of Caledon's approved standards or stationary are eligible individual office supply expenses.

Part 5 Printing and Advertising

- 5.1 Newsletters, flyers, printing requisitions, advertising, subscriptions, postage of newsletters, flyers, and reports are eligible printing and advertising individual expenses.

Part 6 Community Engagement

- 6.1 Council led community meetings and events, or town related promotional items for community related initiatives and events, including the supplies, printing and advertising for these events are an eligible community engagement individual expense.
- 6.2 All expenses related to community engagement will be subject to the approval of the Chief of Staff or designate.



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Part 7 Corporate Accounts

- 7.1 Corporately sponsored tables at events may be filled by a Member of Council, their staff, or guest.
- 7.2 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.
- 7.3 The Mayor and Council Office have an annual budget with funds allocated for public relations, 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 Chief of Staff or designate and the Treasurer shall meet with the Member of Council and make every reasonable effort to resolve a dispute or extraordinary circumstance that may arise regarding reimbursement payments, and a report to Council shall be prepared for consideration if the dispute cannot be resolved for Council's final decision.
- 8.4 Staff shall report annually to Council on the expenses incurred to date, with a subtotal for each expense category and posted on the Town of Caledon's website.
- 8.5 Upon submission of a signed Expense Claim Form, a Member of Council confirms that all claims are related to Town business.
- 8.6 A review of this policy shall be conducted each term of Council and bring forward any proposed changes for consideration.
- 8.7 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.
- 8.8 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.



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