

THE CORPORATION OF THE TOWN OF CALEDON

BY-LAW NO. 2016-011

A by-law to repeal and adopt a Council Expense Policy and establish the corporate budget to be used by members of Council and to repeal By-law 2009-104

WHEREAS the Council of The Corporation of the Town of Caledon deems it expedient to update the Council Expense Policy and establish the Corporate Budget to be used by members of Council;

AND WHEREAS the Council of The Corporation of the Town of Caledon considers it practical to repeal By-law 2009-104;

NOW THEREFORE the Council of The Corporation of the Town of Caledon ENACTS AS FOLLOWS:

1. The Council Expense Policy shall be as set out in Schedule "A" attached to this By-law
2. The Mayor shall receive an annual remuneration of \$82,700 for the calendar year from January 1, 2016 to December 31, 2016. Effective January 1, 2016 and annually thereafter the Mayor shall receive the annual remuneration plus the cost of living increase approved for staff for each year.
3. The member of Council shall receive an annual remuneration of \$35,607 for the calendar year from January 1, 2016 to December 31, 2016. Effective January 1, 2016 and annually thereafter the members of council shall receive the annual remuneration plus the cost of living increase approved for staff for each year.
4. Payment of the remuneration for the Mayor and members of Council shall be made on the same schedule as the payment of wages and salaries for staff.
5. The Mayor and member of Council shall be entitled to receive the following benefits which shall be provided, subject to carrier limitations, upon the same terms as the same which are made available to the staff of the Town, including Extended Health Insurance, Dental Insurance, Group Life Insurance, Accidental Death and Dismemberment Insurance and participation in the Ontario Municipal Employees Retirement System(OMERS).
6. In the event that any person entitled to the payment of remuneration under this by-law dies, resigns from or is otherwise removed from office
 - (1) Entitlement to receive such remuneration shall terminate on the date of such death, resignation or other removal from office; and
 - (2) The amount payable to that individual or his/her personal representative shall be in proportion to the period of service during the year in which such death, resignation or other removal from office occurred, and a final payment shall be made accordingly.
7. By-law 2009-104 is hereby repealed.

Enacted by the Town of Caledon Council this 2nd day of February, 2016

"Allan Thompson"
Allan Thompson, Mayor

"Carey deGorter"
Carey deGorter, Clerk

Corporate Policy

Subject: Council Expense Policy

Policy Statement:

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.

Council remuneration shall be adjusted in accordance with this policy and shall be subject to Council approval.

Scope:

This policy applies to all members of Council.

Purpose:

It is recognized that the primary reason for individuals seeking municipal public office is public service. However, it is important to ensure that appropriate and equitable compensation for expenses is provided to individuals who serve on the Town Council.

1. Expense 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 / telecommunications
 - b) Training / Development / Seminars
 - c) Office Supplies / Newsletters / Printing
- 1.2 The Acting Mayor expense limit shall be approved annually as part of the budget process.

2. Cell phones / telecommunication service or supply as outlined below is an eligible corporate expense:

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

3. Training/ Development/ Seminar (Includes Travel & Meals)

- 3.1 Priority of the budget will be given to members of council attending the following conferences / training sessions:



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- 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 over night 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 an 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.



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- 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.

4. Office Supplies / Newsletters / Printing

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

- Business Cards that meet the Town’s approved standards
- Stationery and Office Supplies
- Printing supplies
- Newsletters and flyers
- Printing requisitions *
- Advertising *
- Subscriptions – books, magazines, newspapers
- Postage of newsletters, flyers and reports

* Where a Member of Council requests the printing of an item to be completed using the Town’s copying equipment, the charge will be the rate established on a cost recovery basis.

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

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



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- 4.3 At the commencement of each Term of Council, each member of Council will be provided with the information technology equipment and services as outlined below for use in their home office or the Town Hall office:
- A laptop computer with carrying case, one docking station, one pointing device (mouse) and Town supported software
 - One output device (printer, fax, etc.) for home office
 - Town email account
 - One Blackberry mobile communication device including accessory kit
 - Wireless Internet Router for home
- 4.4 During the term of Council one upgrade to the Blackberry will be provided.
- 4.5 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.
- 4.6 Town staff does not provide support to computers, computer equipment or software that is not owned by the Town.
- 4.7 Town equipment requiring replacement and/or service must be brought into Town Hall to the Information Technology staff.
- 4.8 Set-up or support to install a new computer system in a home office for Town related business, that is funded by the Region of Peel, is an eligible individual expense.
- 4.9 Non-standard accessories (wireless headsets, etc) may be purchased through Information Technology and is an eligible individual expense.
- 4.10 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.

5. Acting Mayor

- 5.1 When the Mayor requests the attendance of a Member of Council at a special function or when the Mayor requests a Member of Council to attend on his/her behalf an event as Acting Mayor, these expenses shall be charged to a separate account and reported on the statement of remuneration and expenses separately and are not registered against a Member of Council's individual expense account.



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6. Expense Approval/ Budget - General

- 6.1 A Member of Council will not be reimbursed for the cost of a fine.
- 6.2 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.
- 6.3 Loss or damage to a vehicle shall not be the responsibility of the Town.
- 6.4 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.
- 6.5 The Director of Administration/Town Clerk 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.
- 6.6 An Expense Claim Form is to be submitted by the 15th of the month following the month in which the expense was incurred.

7. Accountability

- 7.1 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 Director of Administration/Town Clerk or his/her designate shall meet with the Member of Council and make every reasonable effort to resolve the matter.
 - b) Where a matter can not be resolved the Director of Administration/Town Clerk or his/her designate shall prepare a report to Council for its consideration.
- 7.2 The Corporate Services Department shall report quarterly to Council on the expenses incurred to date, with a subtotal for each expense category. The Corporate Services Department shall, as required by legislation, submit an annual report on Council total annual expenses.
- 7.3 Quarterly and annual reports shall be posted on the Town website.
- 7.4 Upon submission of a signed Expense Claim Form a Member of Council warrants all claims are related to Town business.



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Reference and Related Documents:

Staff Report: CS-2015-062



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