**Type:** **Open Session**

**Report To:** **Finance Standing Committee**

**Meeting Date:** **March 26, 2026**

**Subject:** **2025 Statement of Remuneration and Expenses**

## Recommendation(s)

That report FIN-26-09, 2025 Statement of Remuneration and Expenses, dated March 26, 2026, be received for information.

## Purpose

The purpose of this report is to provide the Finance Committee with the 2025 Statement of Remuneration and Expenses paid to members of Council, and to members of local boards, in accordance with section 284 of the Municipal Act, 2001.

## Background

Section 284 of the Municipal Act requires that the Treasurer shall in each year on, or before, March 31 provide to the Council of the municipality an itemized statement of remuneration and expenses paid in the previous year to:

a. Each member of Council in respect of his or her services as a member of Council or any other body, including a local board, to which the member has been appointed by council or on which the member holds office by virtue of being a member of Council; and

b. Each member of Council in respect of his or her services as an officer or employee of the municipality or other body described in clause (a); and

c. Each person, other then a member of Council, appointed by the municipality to serve as a member of any body, including a local board, in respect of his or her services as a member of the body.

Council expense processes are guided by the Council Expense Policy A09-GOV-130 (as shown in **Appendix A**).

## Analysis/Comments

**Appendix B** provides a list of amounts paid to or on behalf of each member of Council and to local board members, broken down by remuneration and expenses. Once approved, the report will be made publicly available on the Town's website, in alignment with the regulatory requirements.

### Remuneration

Remuneration includes salaries and honorariums paid by the Town to Council and to local board members, as well as employer paid benefit contributions to Canada Pension Plan (CPP), the Ontario Municipal Employee Retirement Savings (OMERS), and the Employer Health Tax (EHT). Variances in wages are primarily attributable to leave periods and benefit costs due to CPP and OMERS eligibility.

### Expenses

Expenses include cost related to conferences, seminars and training, mileage, cell phone, office supplies, and other eligible expenditures incurred by members of Council and approved Committee Members in the performance of their duties while conducting Town business, in accordance with the Council Expense Policy (A09-GOV-130), attached as **Appendix A**.

## Strategic Priorities

Priority: Collective Prosperity

Direction: Focus on affordability and financial sustainability for the municipality

Action: Continue to enhance financial transparency

## Conclusion

This report is being presented in accordance with section 284 of the Municipal Act, 2001, to provide an itemized statement of remuneration and expenses paid in the previous year to Members of Council and Council Appointments to Boards.

**Respectfully prepared by,**



Angela Cifani
Manager of Financial Reporting and Planning

**Respectfully submitted by,**



Tony Del Monaco
Director of Finance/Treasurer

**Approved by,**



Sarah Kim
Chief Administrative Officer

**Attachments**

- **Appendix A –** Council Expense Policy (A09-GOV-130)
- **Appendix B –** 2025 Statement of Remuneration and Expenses

# Council Policy

Category: Governance

**Title: Council Expense Policy**

Policy Number: A09-GOV-130
Approved by: [Committee Recommendation #], [Council Resolution #]
Administered by: Finance Department
Effective: October 5, 2020;
Amended: December 19, 2022; August 11, 2025

## 1. Purpose

The purpose of this Policy is to provide the business rules and guidelines for the reimbursement of expenses incurred by Members of Council in performing their diverse roles and in representing their constituents.

## 2. Application and Scope

This Policy applies to all expenses incurred by Members of Council in the performance of their duties as elected officials while conducting official Town business.

2.1 Exceptions

This Policy does not apply to:

a) Salaries and related payroll costs for Members of Council.

## 3. Principles

3.1 Integrity of Council

a) The integrity of Council as a whole must be protected; and,

b) The interest of Council as a whole takes precedence over the personal interests of individual Members of Council.

3.2 Accountability

a) Members of Council are the stewards of resources and are ultimately accountable to the public and their constituents for the type and level of expenses they incur;

b) Eligible expenses must be reasonable and reflect what the public expects of a Member of Council; and,

c) Reimbursement of an expense should not result in a Member of Council receiving any product, service or asset for personal use, benefit or gain.

3.3 Transparency

a) The public has a right to know how public funds allocated to Members of Council are spent.

## 4. Mandatory Requirements

4.1 Expenses submitted for reimbursement by Members of Council or expenditures incurred by the Town on behalf of Members of Council must be charged to the Council Expenditures Budget line;

4.2 Reimbursement claims for expenses must follow basic accounting and audit principles:

a) Expenses must relate to the business of the Town and for the advancement of the Town's approved strategic goals and objectives;

b) Expenses must be directly incurred. Expenses incurred by third parties cannot be claimed;

c) Expenses must be consistent with what is permitted in this Policy;

d) Proper documentation must be provided including the completion of the Council Expense Form, detailed original receipts, invoices or e-bills. The name of attendees must be provided for all hospitality expenses;

- Invoices must include a description of the goods purchased or services rendered, the cost, taxes and HST registration number, if applicable;

- In the case where the receipt/invoice shows the name of the establishment or company providing the goods purchased or services rendered as a numbered company, the operating name of the establishment must be provided;

e) Expenses must be charged for the year in which they were incurred. Expenses cannot be carried forward to subsequent years; and,

f) Expenses must be submitted for reimbursement within 60 calendar days of incurring the expense or receiving an invoice.

g) All expense reimbursements will be made in Canadian dollars.

4.3 Any expenses incurred that promote for-profit organizations, third parties, other levels of government, political parties, or candidates in any election campaigns will be ineligible for reimbursement;

4.4 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;

4.5 As required in the Municipal Act, the Town Treasurer will provide an annual public report to Council (no later than March 31st of each calendar year) detailing remuneration and all expenses incurred by each Member of Council in the previous year;

a) A copy of the report will be posted on the Town website.

4.6 Election Year Restrictions

In accordance with the Municipal Elections Act, Members of Council in a campaign period are not permitted to:

a) Use equipment, supplies, services, staff or other resources of the municipality for any campaign or campaign related activities;

b) Use Town funds to acquire any resources for any campaign or campaign related activities, including ordering of stationery and office supplies;

c) Use Town funds to print or distribute any material that makes reference to, or contains the names or photographs, or identifies candidates or registered third parties;

4.7 Approvals and Dispute Resolution

a) The Treasurer shall approve all requests for payment/ reimbursement of expenses incurred by Members of Council covered by this Policy;

b) In the event of disputes of extraordinary circumstances that may arise regarding the application of this Policy:

i. The Treasurer or Town Clerk or CAO shall meet with the Member of Council and make every reasonable effort to resolve the matter; and,

ii. Disputes or extraordinary circumstances that cannot otherwise be resolved will be referred to Committee of the Whole.

## 5. Roles and Responsibilities

5.1 Members of Council

a) Adhere to this Policy;

b) Submit expenses within 60 calendar days of incurring the expense or receiving an invoice;

c) Sign-off on all expenses submitted to or paid by the Town;

d) Meet all financial, legal and tax obligations; and,

e) Consult with Town staff for guidance with respect to the eligibility of an expense and/or any interpretation on the application of this Policy.

5.2 Treasurer or Designate

a) Ensure consistent application of this Policy;

b) Process expenses in accordance with this Policy and in a timely manner;

c) Ensure the supporting documentation is in place and that expenditures conform to this Policy;

d) Advise Members if any submitted or proposed expenditure is an Ineligible Expense or a breach of this Policy;

e) Track actual expenses against approved budget;

f) Each year, incorporate budget dollars in the annual budget for Council to consider for funding or reimbursing Members' Eligible Expenses; and,

g) Complete the yearly Council Remuneration Report as required by the Act.

## 6. Definitions

6.1 Act - the Municipal Act, 2001, S.O. 2001, c. 25, as amended from time to time;

6.2 Campaign Period - for candidates, the date on which the Nomination Form is filed until December 31 in the year of an election (unless a request for extension of campaign period has been filed);

6.3 Candidate – a person who has filed a Nomination Form as a candidate in the municipal or school board trustee election or by-election;

6.4 Eligible Expense – an expenditure incurred by a Member while engaged on Town business or representing the Town of Grimsby;

6.5 Ineligible Expense - an expenditure incurred by a Member while not reasonably understood to be engaged on Town Business or representing the Town of Grimsby, or one incurred in contradiction with this Policy;

6.6 Member - a Member of Council, including the Mayor;

6.7 Receipt – a document received from a 3rd party vendor that itemizes and describes all items purchased

## 7. References and Resources

Please note that some of the items listed may not be publicly available.

### External references

- Municipal Act, 2001
  https://www.ontario.ca/laws/statute/01m25

### References to related bylaws, Council policies, and administrative directives

- Code of Conduct for Members of Council
- Computer and Technology Acceptable Use Policy
- Procurement By-law

### References to related corporate-wide procedures, forms, and resources

- Expense Reimbursement Form

### Revision History

| Date | Description |
|---|---|
| 2020/10/05 | Approved – *New* |
| 2022/12/19 | Amended |
| 2025/08/11 | Amended |
| 2028/08/11 | Next Scheduled Review |

**Appendix 1**

**Guidelines for Expenses for Members of Council**

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## 1. Books and Subscriptions

### Eligible Expenses

- Books, magazines, newspapers and periodicals that are related to the business of the Town in general, or support Members in serving as elected officials.

### Ineligible Expenses

- Books, magazines, newspapers and periodicals that have no demonstrated relation to municipal affairs, the Town, or to the role of Members as elected officials. Examples of ineligible books and subscriptions my include lifestyle or entertainment magazines such as sports, cooking, fashion, celebrity, and travel.

## 2. Business Meetings and Hospitality

### Eligible Expenses

- Food and non-alcoholic beverages when attending a business meeting for the purpose of discussing matters of official Town business.
- Meeting rooms to conduct official Town business.
- The catering of light snacks and refreshments.

**Ineligible Expenses**

- Business meeting expenses of a personal nature.
- Alcoholic beverages.

### 3. Community Event Tickets

**Eligible Expenses**

- A ticket for a Member to attend a charitable or fund-raising event organized by a charitable/non-profit organization where funds raised will support services provided to the residents of Grimsby and/ or the Region of Niagara.

**Ineligible Expenses**

- Additional tickets other than those for the Member.
- Raffle tickets, silent auctions and table prize tickets.

### 4. Information Technology

- At the start of each term of Council, the Town will provide to Members of Council, the standard technology assets:
    - One tablet or laptop computer plus related accessories consistent with Town standards.
    - Required software consistent with Town standards.
- Standard technology package is to be used only for Town purposes as set out in the Town's Computer and Technology Acceptable Use Policy.
- Technical maintenance and support will not be provided by Town staff at the residence of the Members.
- Standard technology package will be replaced, upgraded or refurbished in accordance with Town policy and standards.
- Non-standard technology may be purchased by Members for official use:
    - Subject to approval by the Director of Information Technology.
    - Will remain the property of and will be inventoried by the Town.
- Standard and non-standard technology will be reported on the annual public report to Council detailing remuneration and all expenses incurred by each Member of Council.

## 5. Mobile Phone

- Should a Member choose to use their personal cellphone and plan for Town business, the Member may be reimbursed up to $20 per month towards a basic cellphone plan with the submission of a statement or invoice.

- The Member is responsible for maintenance and support of the device through the plan or device provider, and no technical support for the device other than the optional installation of the Member's Town issued email address and account will be provided by Town staff.

- The mobile phone number for which the Member receives monthly reimbursement shall not be used for campaign purposes.

    - If, from the day of filing their nomination until Election Day, the Member wishes to use the mobile phone number, for which they receive monthly reimbursement, for campaign purposes, the Member shall notify the Treasurer and Town Clerk and shall cease to receive reimbursement for that period.

**Ineligible Expenses**

- Additional costs associated with the initial capital cost of purchasing a mobile phone or costs associated with mobile phone replacements or upgrades.

## 6. Office Supplies

**Eligible Expenses**

- Members will be provided with a quantity of business cards at the beginning of each term. The design and content will be in accordance with the Town's standards for accessibility and branding.

    - Requests for additional business cards will be recorded against the Members annual expenditures.

- General office supplies such as pens, paper clips, envelopes and notepads not for personal use.

**Ineligible Expenses**

- Stationary and office supplies for personal use.

## 7. Town Attire

**Eligible Expenses**

- Up to two pieces of Town logoed or branded clothing per calendar year for use by the Member at official functions or events.

- Clothing will be provided through the promotional attire inventory held by the Town, or ordered based on pre-defined catagloue of available garments sourced by the Town through a preferred supplier without incurring additional setup and/or design fees.

**Ineligible Expenses**

- Additional clothing beyond the two pieces per calendar year.

## 8. Town Organized Event Tickets

**Eligible Expenses**

- A ticket for a Member which shall be recorded as an expense based on the face value of the ticket.

**Ineligible Expenses**

- Additional tickets other than those for the Member.

## 9. Training, Seminars, and Conferences

**Eligible Expenses**

- Registration cost.
- Transportation (air, train or bus) or mileage at the Town rate for mileage to the conference or seminar and ground transportation when there.
  See Section 10. Transportation for Town's mileage rate.
- 407 ETR.
- Parking.
- Hotel at the equivalent of a single person or government room rate.
- An $85.00 per diem rate represents the maximum that will be paid to each Member attending a conference, convention, or other event when an overnight stay is required.
  - Where all meals are included in registration fees, the per diem rate is not applicable
  - Where some meals are included in registration fees, the Town will only reimburse for meals not provided using the following guideline:
    - Breakfast - $15
    - Lunch - $20

    - Dinner - $35
    - Incidentals - $15
- Individual training for Members (e.g. Leadership training, etc).

**Ineligible Expenses**

- Personal or companion registration fees and expenses.
- Additional accommodation.
- Alcoholic beverages.
- Personal entertainment, sightseeing expenses.
- Personal services (e.g. health clubs, personal grooming, dry-cleaning/laundry services, spa service, etc.)

## 10. Transportation

- Members shall make every attempt to use the most economical and efficient mode of transportation.
- Members shall make efforts to share travel costs when travelling to the same destination.
- If a more expensive means of transportation is chosen, only the most economical equivalent charges will be allowed.

**Eligible Expenses**

- Transportation (air, train or bus) or mileage at the Town rate for mileage and ground transportation (car rental, taxi or transit) when attending events, training, seminars and conferences.
  Town rate for mileage is equal to prior year's posted "Canada Revenue Agency (CRA) automobile allowance rates". New rates take effect January 1 of each year. The expense form will be updated January 1st to reflect mileage rates annually.

**Ineligible Expenses**

- Personal vehicle costs beyond mileage.
- Traffic and parking fines.

**APPENDIX "B"**
**2025 STATEMENT OF REMUNERATION AND EXPENSES**

**FIN 26-09**

| | Total Salary & Benefits | Training, Conferences, & Meeting Expenses | Other [1] | Total |
|---|---|---|---|---|
| **Town Council** | | | | |
| Jordan, Jeffrey | 61,302.95 | 9,079.04 | 509.02 | 70,891.01 |
| Baradziej, Jacob | 27,566.45 | 8,984.91 | 300.00 | 36,851.36 |
| Charrois, Veronica | 23,017.23 | 7,539.10 | 25.00 | 30,581.33 |
| Davoli, Delight | 27,566.45 | 21.38 | - | 27,587.83 |
| Diflavio, Nick | 27,566.45 | 2,199.39 | 188.82 | 29,954.66 |
| Freake, Reginald | 26,402.28 | 8,165.71 | 700.00 | 35,267.99 |
| Howe, William | 26,402.28 | 3,496.76 | - | 29,899.04 |
| Korstanje, Jennifer | 24,986.43 | 4,181.48 | 25.00 | 29,192.91 |
| Vardy, Lianne | 26,360.98 | 4,500.70 | - | 30,861.68 |
| | 271,171.50 | 48,168.47 | 1,747.84 | 321,087.81 |
| **Committee of Adjustment** | | | | |
| Antonides, Kevin | 842.91 | - | 527.67 | 1,370.58 |
| Bailey, Dylan | 766.45 | - | 633.70 | 1,400.15 |
| Mottershead, Adam | 842.91 | - | 527.67 | 1,370.58 |
| Billing, Fabia | 841.07 | - | 544.47 | 1,385.54 |
| Collins, Daniel | 841.99 | - | 544.47 | 1,386.46 |
| | 4,135.33 | - | 2,777.98 | 6,913.31 |

[1] Other includes miscellaneous items, such as community activities, office supplies, and cell phone