



# Corporation of the Municipality of Calvin

## Council Resolution

**Date:** January 13, 2026

### **Establishment of 2026 Travel and Meal Rates for Council and Staff**

**Resolution Number:** 2026-07

**Moved By:** Councillor Latimer

**Seconded By:** Councillor Moreton

NOW THEREFORE BE IT RESOLVED THAT Council for The Corporation of the Municipality of Calvin approve the 2026 Travel and Meal Reimbursement Rates for Council Members and municipal staff, effective January 1, 2026, as follows:

Mileage Allowance (Use of Personal Vehicle):

\$0.74 per kilometre for the first 5,000 business kilometres; and

\$0.68 per kilometre for each additional business kilometre in excess of 5,000 kilometres.

Meal Allowances:

Breakfast: \$21.80

Lunch: \$22.20

Dinner: \$45.55

Daily Meal Maximum: \$89.55

AND THAT the following policy provisions apply:

Meal allowances are inclusive of all applicable taxes and gratuities;

Alcoholic beverages are not eligible for reimbursement;

Original, itemized receipts are required for all meal claims, which shall be reimbursed at the actual amount incurred, up to the approved maximums;

Individual meal costs may exceed the guideline amounts where necessary, provided the total daily claim does not exceed the approved daily meal maximum of \$89.55; and

Any expenses exceeding the daily maximum or not compliant with this policy shall be the responsibility of the claimant.

AND THAT the approved travel and meal reimbursement rates be funded through existing operating budgets;

AND THAT the travel and meal reimbursement rates form part of the Council Remuneration By-Law and be reviewed annually, prior to the last meeting of January, to ensure alignment with applicable CRA rates for the fiscal year.

**Result: Carried**

CERTIFIED to be a true copy of

Resolution No. 2026- 07 passed by the Council of

The Corporation of the Municipality of Calvin

on the 13<sup>th</sup> day of January, 2026.

Trish Araujo  
Deputy Clerk

**December 16, 2025**

**CAO Report to Council – 2026/01**

**Subject: Establishment of 2026 Travel and Meal Reimbursement Rates for Council and Staff**

**Recommendation**

THAT Council for The Corporation of the Municipality of Calvin approve the 2026 travel and meal reimbursement rates for Council Members and municipal staff, effective January 1, 2026, as follows:

**Mileage Allowance (Use of Personal Vehicle):**

\$0.74 per kilometre for the first 5,000 business kilometres

\$0.68 per kilometre for each additional business kilometre above 5,000 kilometres

**Meal Allowances:**

Breakfast: \$21.80      Lunch: \$22.20      Dinner: \$45.55

Daily Meal Maximum: \$89.55

**Policy Provisions:**

Meal allowances are all-inclusive of taxes and gratuities.

Alcoholic beverages are not eligible for reimbursement.

Original, itemized receipts are required for all meal claims which will be re-imbursed at the actual amount to the maximum allowable.

Individual meal amounts may exceed the guideline to reflect actual meal costs in situations where some meals (e.g., lunch) are higher than the guideline, provided the total daily claim does not exceed the approved daily meal maximum of \$89.55.

Any costs exceeding the daily maximum or not compliant with this policy shall be the responsibility of the claimant.

**Purpose**

To obtain Council adoption of the 2026 travel and meal reimbursement rates, based on CRA policy ensuring fairness, and fiscal responsibility.

**Background**

Council Members and staff may be required to travel for municipal business, including meetings, training, conferences, and intergovernmental engagements. The CRA publishes annual recommended rates for mileage and meals, which are widely adopted as reasonable, non-taxable standards.

**Discussion**

The recommended 2026 rates for meals provide a daily maximum of \$89.55. The policy allows flexibility for individual meal costs while ensuring that the total daily claim does not exceed the maximum.

All meal claims must be supported with original, itemized receipts. Alcohol is excluded, and allowances include taxes and gratuities.

**Financial Implications**

The approved rates will be funded from operating budgets.

**Policy Implications**

Approval ensures clarity with respect to travel reimbursement rates and consistency in reimbursement practices for Council and staff. The establishment of travel and meal reimbursement rates for Council Member and staff shall accompany the Council Renumeration By-Law and be reviewed on an annual basis, prior to the last meeting of January so that new CRA rates in effect for the fiscal year are in place.

**Strategic Alignment**

Supports responsible financial stewardship, transparency, and equitable treatment of Council Members and staff.

**Conclusion**

CAO recommends that Council approve the 2026 travel and meal reimbursement rates, effective January 1, 2026, with a daily meal maximum of \$89.55 and all related policy provisions.