

PURPOSE

To outline policy with respect to Council remuneration including travel, and cases where an additional claim is permitted for reimbursement of travel expense, as a non-taxable reimbursement.

SCOPE

This policy applies to all elected officials of the Municipality.

POLICY

POLICY STATEMENT

Councillors shall be paid a base salary and a travel allowance every two weeks dependent on the distance they are located from the Municipal Office. Unless otherwise determined this amount shall be adjusted upward each April 1 by the CPI for Nova Scotia. Council remuneration shall be paid on a bi-weekly basis including any taxable benefits for internet and/or cell phone benefits.

1. Annual Remuneration & Travel Allowance

Effective April 1, 2019 Councillor annual remuneration shall be as follows:

Salary:

| Position | Salary |
|---------------|-----------|
| Warden | \$ 44,945 |
| Deputy Warden | \$ 28,106 |
| Councillor | \$ 22,486 |

Salary & Travel Allowance:

| Travel - Warden | Travel Allowance | Current Salary Including Travel | Salary Including Travel Allowance |
|-------------------------------|------------------|---------------------------------|-----------------------------------|
| Up to 25 KM | \$ 1,074 | \$ 44,945 | \$ 46,019 |
| More than 25, less than 50 KM | \$ 2,150 | \$ 44,945 | \$ 47,095 |
| Between 51 to 75 KM | \$ 3,226 | \$ 44,945 | \$ 48,171 |
| Between 75 to 100 KM | \$ 4,303 | \$ 44,945 | \$ 49,248 |
| Between 100 to 125 KM | \$ 5,377 | \$ 44,945 | \$ 50,322 |
| Between 125 to 150 KM | \$ 6,455 | \$ 44,945 | \$ 51,400 |
| Between 150 to 175 KM | \$ 7,530 | \$ 44,945 | \$ 52,475 |

| Travel - Deputy Warden | Travel Allowance | Current Salary Including Travel | Salary Including Travel Allowance |
|-------------------------------|------------------|---------------------------------|-----------------------------------|
| Up to 25 KM | \$ 421 | \$ 28,106 | \$ 28,527 |
| More than 25, less than 50 KM | \$ 841 | \$ 28,106 | \$ 28,947 |
| Between 51 to 75 KM | \$ 1,265 | \$ 28,106 | \$ 29,371 |
| Between 75 to 100 KM | \$ 1,686 | \$ 28,106 | \$ 29,792 |
| Between 100 to 125 KM | \$ 2,107 | \$ 28,106 | \$ 30,213 |
| Between 125 to 150 KM | \$ 2,530 | \$ 28,106 | \$ 30,636 |
| Between 150 to 175 KM | \$ 2,951 | \$ 28,106 | \$ 31,057 |

| Travel - Councillor | Travel Allowance | Current Salary Including Travel | Salary Including Travel Allowance |
|-------------------------------|------------------|---------------------------------|-----------------------------------|
| Up to 25 KM | \$ 421 | \$ 22,486 | \$ 22,907 |
| More than 25, less than 50 KM | \$ 841 | \$ 22,486 | \$ 23,327 |
| Between 51 to 75 KM | \$ 1,265 | \$ 22,486 | \$ 23,751 |
| Between 75 to 100 KM | \$ 1,686 | \$ 22,486 | \$ 24,172 |
| Between 100 to 125 KM | \$ 2,107 | \$ 22,486 | \$ 24,593 |
| Between 125 to 150 KM | \$ 2,530 | \$ 22,486 | \$ 25,016 |
| Between 150 to 175 KM | \$ 2,951 | \$ 22,486 | \$ 25,437 |

The above amounts shall be adjusted annually (April 1) by a COLA factor equal to the annual CPI for Nova Scotia for the previous calendar period (average of 12 monthly indices).

Remuneration- Extended leave

If a Councillor finds themselves unable to perform their duties as an elected official whether by reason of illness or birth/adoption of a child, they are expected to seek approval of Council to have their remuneration continued beyond the three Council/Committee meetings the MGA allows to be missed. In a situation where an elected official is unable to attend meetings and represent their constituents, they are also expected to inform their public and outline what service the public can expect to receive and other particulars surrounding the leave.

If a Councillors fails to ask for continuation of remuneration their remuneration will cease after 3 meetings in one calendar year are missed.

2. Other Reimbursable Travel

A Councillor is entitled to submit a travel claim for the following:

- a) Attendance at Council/Committee meetings that are held at a location other than the Municipal offices (Council/Executive, PAC, Operations, Corporate Services, EMO, Fire, PRC) and other public meetings conducted by the Planning department, such as Public Information Sessions and Public Hearings at a location other than Council Chambers.
- b) Attendance at an “agency” meeting to which Council has appointed the member (i.e. Library Board,) but not any subcommittees of these boards to which the councillor themselves have chosen to serve.
- c) Travel associated with attendance at a training seminar approved by Council, FCM or NSFM conference.

3. Transportation

Councillors will be reimbursed travel costs to attend meetings to locations other than the Council chamber at the rate per kilometre then in effect for committees to which they have been appointed by Council (i.e. Library Board).

Councillors are considered, through their travel allowance, to have been compensated for travel to community events and other meetings/events that they may choose to attend that are of interest to them including sitting on sub-committees on which they have agreed to sit.

Councillors will be compensated for travel to attend NSFM and FCM events if they are approved by Council to attend (subject to policy below).

4. Other Travel Expenses

If travel to an event involves an individual choice between vehicle travel and air or some other form of travel, the Councillor will be reimbursed for the lowest cost option, regardless of the option they have used. The organization may deem it appropriate to have all delegates travel by means other than the lowest cost option. All forms of transportation will be economy class.

Other expenses for which the Councillor will be reimbursed will be determined as they are for staff members. Itemized receipts must support all claims.

For greater clarity, personal expenses will not be reimbursed including but not limited to movies, other entertainment, personal calls, personal products (newspapers, tooth brushes), travel costs not related to the event being attended and alcoholic beverages.

5. Meals

Councillors will be given an allowance for meals during conference/training attendance not to include meals which are provided as part of the registration fee. The allowance will be paid to the Councillor **before** the event occurs and will not require any receipts.

Allowances (including tip) will be paid as follows:

| Meal | Rate (per day) |
|-----------|----------------|
| Breakfast | \$13.00 |
| Lunch | \$15.00 |
| Dinner | \$27.00 |

(This is the maximum allowed under the Income Tax Act without provision of receipts.)

The same rates will be used should a reimbursement of a meal expense be applicable.

6. Accommodation

The Municipality will cover a reasonable cost for accommodations for conferences and other Council approved overnight events. Every effort will be made to keep costs to a minimum considering the circumstances (event venue may define the costs).

Only accommodation costs will be paid by direct bill to the Municipality as prearranged by staff with the venue. No other costs will be able to be charged to the bill.

7. Other Equipment

Each Councillor shall be provided with a municipally owned laptop and printer (if requested), during their term of service to be used for municipal business. The Municipality will pay for each Councillor to have access to the Internet from their homes.

The Warden shall be provided with a municipally owned cell phone during their term as Warden for Municipal use. The Municipality will absorb the capital and operating expense of the cell phone. If the Warden chooses to have a personal cell phone and use it for Municipal purposes there will be a \$30 per month reimbursement made to them. The provision of internet and cell phone reimbursement are taxable benefits.

8. Claims Submission

Staff are authorized to process claims for reimbursement submitted no later than the end of the first week of each month for expenses related to the previous month. Submissions made beyond the end of a fiscal year for prior years will require Council approval to be processed. Councillors are responsible to ensure that their claims are in accordance with this policy and must certify that they are.

ROLES AND RESPONSIBILITIES

| Title/Role | Responsibilities |
|---------------|--|
| Policy Editor | <p>The Policy Editor is a person having managerial and policy-making responsibility related to the writing, compilation and revision of content and will:</p> <ul style="list-style-type: none"> • Ensure policies in their care and control are always up-to-date, reviewed annually or sooner if necessary • Draft new or edit existing policy content • Be able to interpret and explain policy content • Ensure policy documents are branded and any supporting documents, i.e. applications forms are also branded and content consistent with the policy • Ensure policy content is relevant and accurate • Seek and secure approval recommendation of the policy from the Policy Owner • Seek and secure approval of the policy from the appropriate Approver; and, • Provide the final approved policy document to the Assistant Municipal Clerk |

| Title/Role | Responsibilities |
|---------------------------|--|
| Policy Owner | <p>The Policy Owner will:</p> <ul style="list-style-type: none"> • Provide oversight to ensure policies in their care and control are always up-to-date, reviewed annually or sooner if necessary by the assigned Policy Editor • Be able to interpret and explain policy content • Provide oversight to ensure policy documents are branded and any supporting documents, i.e. application forms are also branded and content consistent with the policy • Provide oversight to ensure policy content is relevant and accurate • Review the policy and make recommendation for approval to the appropriate Approver; and, • Ensure that the final approved policy document has been provided to the Assistant Municipal Clerk |
| Approver | <p>The Approver will:</p> <ul style="list-style-type: none"> • Review Policy recommendations for approval consideration (approve, reject or edit); and, • Notify the Policy Editor, Policy Owner and Assistant Municipal Clerk of decision |
| Assistant Municipal Clerk | <p>The Assistant Municipal Clerk will:</p> <ul style="list-style-type: none"> • Facilitate an annual Policy Review; and, • Ensure final approved policies are maintained, stored and posted where appropriate |
| Employees | <p>The Employees will:</p> <ul style="list-style-type: none"> • Adhere to the policy |

RELATED DOCUMENTATION

Related forms, processes, procedures and other documents that support the policy.

| Document Name | Document ID | Document Type |
|------------------------------------|-------------|---------------|
| Income Tax Act | | Legislation |
| Municipal Government Act | | MGA |
| Councillor Training & Expense Form | | Form |

VERSION LOG

| Version Number | Amendment Description | Amendment /Policy Editor | Amendment/Policy Owner | Approver | Approval Date |
|----------------|---|--------------------------|--------------------------------------|--------------------|------------------|
| 1.0 | Approved Policy of Council | | Director of Finance | Council | March 2007 |
| 1.1 | Approved medication - Motion C10(123) | | Director of Finance | Council | March 24, 2010 |
| 1.2 | Consolidated with 2012 rates (adjusted by CPI) for Councillor orientation | | Director of Finance & Administration | Approved by policy | November 5, 2012 |

| Version Number | Amendment Description | Amendment /Policy Editor | Amendment/Policy Owner | Approver | Approval Date |
|----------------|---|--------------------------|--------------------------------------|---------------------------------|--------------------|
| 1.3 | Consolidated 2013 rates (adjusted by CPI) | | Director of Finance & Administration | Approved by policy | February 27, 2013 |
| 1.4 | Consolidated 2014 rates (adjusted by CPI) | | Director of Finance & Administration | Approved by policy | March 24, 2014 |
| 1.5 | Consolidated 2015 rates (adjusted by CPI) | | Director of Finance & Administration | Approved by policy | April 7, 2015 |
| 1.6 | Consolidated 2016 rates (adjusted by CPI) | Manager of Finance | Director of Finance & Administration | Approved by policy & CAO | May 13, 2016 |
| 1.7 | Consolidated 2017 rates (adjusted by CPI) | Manager of Finance | Director of Finance & Administration | Approved by policy & CAO | April 20, 2017 |
| 1.8 | Consolidated 2018 rates (adjusted by CPI) | Manager of Finance | Director of Finance & Administration | Approved by policy & CAO | April 4, 2018 |
| 1.9 | Remove reference to 1/3 tax exemption per Income Tax Act & transfer to new template | Manager of Finance | Director of Finance | Council | September 26, 2018 |
| 1.10 | Consolidated 2019 rates (adjusted by CPI) | Manager of Finance | Director of Finance | Approved by policy & Acting CAO | April 8, 2019 |
| 1.11 | Addition of Extended Leave allowance | Manager of Finance | Director of Finance | Council | July 24, 2019 |

CERTIFICATION

I, Connie Nolan, Municipal Clerk for the Municipality of East Hants, hereby certify that this policy was duly approved.



Connie Nolan
Municipal Clerk