

## 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 and will include any tax deductions for internet and/or cell phone benefits.

#### 1. Annual Remuneration & Travel Allowance

Effective April 1, 2020 Councillor annual remuneration shall be as follows:

Salary:

Position	Salary
Warden	\$ 55,503
Deputy Warden	\$ 35,579
Councillor	\$ 28,463

Salary & Travel Allowance:

Travel - Warden	Travel Allowance	Salary	Salary Including Travel Allowance
Up to 25 KM	\$ 1,074	\$ 55,503	\$ 56,577
More than 25, less than 50 KM	\$ 2,150	\$ 55,503	\$ 57,653
Between 51 to 75 KM	\$ 3,226	\$ 55,503	\$ 58,729
Between 75 to 100 KM	\$ 4,303	\$ 55,503	\$ 59,806
Between 100 to 125 KM	\$ 5,377	\$ 55,503	\$ 60,880
Between 125 to 150 KM	\$ 6,455	\$ 55,503	\$ 61,958
Between 150 to 175 KM	\$ 7,530	\$ 55,503	\$ 63,033

Travel - Deputy Warden	Travel Allowance	Salary	Salary Including Travel Allowance
Up to 25 KM	\$ 421	\$ 35,579	\$ 36,000
More than 25, less than 50 KM	\$ 841	\$ 35,579	\$ 36,420
Between 51 to 75 KM	\$ 1,265	\$ 35,579	\$ 36,844
Between 75 to 100 KM	\$ 1,686	\$ 35,579	\$ 37,265
Between 100 to 125 KM	\$ 2,107	\$ 35,579	\$ 37,686
Between 125 to 150 KM	\$ 2,530	\$ 35,579	\$ 38,109
Between 150 to 175 KM	\$ 2,951	\$ 35,579	\$ 38,530

Travel - Councillor	Travel Allowance	Salary	Salary Including Travel Allowance
Up to 25 KM	\$ 421	\$ 28,463	\$ 28,884
More than 25, less than 50 KM	\$ 841	\$ 28,463	\$ 29,304
Between 51 to 75 KM	\$ 1,265	\$ 28,463	\$ 29,728
Between 75 to 100 KM	\$ 1,686	\$ 28,463	\$ 30,149
Between 100 to 125 KM	\$ 2,107	\$ 28,463	\$ 30,570
Between 125 to 150 KM	\$ 2,530	\$ 28,463	\$ 30,993
Between 150 to 175 KM	\$ 2,951	\$ 28,463	\$ 31,414

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).

## 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).
- c) Travel to regional events put on by the Province, NSFM, FCM, AMA or another external agency where municipal topics are being discussed. Where multiple events are available throughout the province, it is expected that mileage would only be reimbursed at the distance of the event closest to the home of the Councillor.
- d) Municipal hosted events such as summer and fall Burntcoat Park events, municipal funding announcements, official municipal openings including parks, buildings, and playgrounds, and volunteer recognition.
- e) Public events where a councillor attends in official capacity (official capacity means that Council has appointed the councillor to attend), such as award recognition at school awards and Sport Hall of Fame events.
- f) Remembrance Day events when laying a Municipal wreath.
- g) Where a Councillor wishes to attend an event and be reimbursed travel, where the event is not covered under one of the scenarios above, the Councillor may ask for an eligibility review of the event, to be conducted by the CAO and Warden.

## 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.

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 a \$65 monthly allowance (includes HST) for each Councillor to have access to the Internet from their homes. A review of internet costs will be conducted bi-annually.

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"> <li>• Ensure policies in their care and control are always up-to-date, reviewed annually or sooner if necessary</li> <li>• Draft new or edit existing policy content</li> <li>• Be able to interpret and explain policy content</li> <li>• Ensure policy documents are branded and any supporting documents, i.e. applications forms are also branded and content consistent with the policy</li> <li>• Ensure policy content is relevant and accurate</li> <li>• Seek and secure approval recommendation of the policy from the Policy Owner</li> <li>• Seek and secure approval of the policy from the appropriate Approver; and,</li> <li>• Provide the final approved policy document to the Assistant Municipal Clerk</li> </ul>

Title/Role	Responsibilities
Policy Owner	<p>The Policy Owner will:</p> <ul style="list-style-type: none"> <li>• 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</li> <li>• Be able to interpret and explain policy content</li> <li>• 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</li> <li>• Provide oversight to ensure policy content is relevant and accurate</li> <li>• Review the policy and make recommendation for approval to the appropriate Approver; and,</li> <li>• Ensure that the final approved policy document has been provided to the Assistant Municipal Clerk</li> </ul>
Approver	<p>The Approver will:</p> <ul style="list-style-type: none"> <li>• Review Policy recommendations for approval consideration (approve, reject or edit); and,</li> <li>• Notify the Policy Editor, Policy Owner and Assistant Municipal Clerk of decision</li> </ul>
Assistant Municipal Clerk	<p>The Assistant Municipal Clerk will:</p> <ul style="list-style-type: none"> <li>• Facilitate an annual Policy Review; and,</li> <li>• Ensure final approved policies are maintained, stored and posted where appropriate</li> </ul>
Employees	<p>The Employees will:</p> <ul style="list-style-type: none"> <li>• Adhere to the policy</li> </ul>

## 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	Adjustment to Travel Allowance section 2	Manager of Finance	Director of Finance	Council	November 27, 2019
1.12	Adjustment to Salaries section 1 and Travel Allowance section 2 (b), (c), (g), and Transportation Section 3	Manager of Finance	Director of Finance	Council	March 26, 2020
1.13	Add the \$65 amount for Internet to section 7 and review of internet costs bi-annually	Manager of Finance	Director of Finance	Council	October 14, 2020

## CERTIFICATION

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




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Kim Ramsay  
Municipal Clerk