



Subject: Revision To Council Remuneration and Travel Reimbursement Policy
To: Corporate and Residential Services Committee
Date Prepared: June 12, 2023
Related Motions: C05(62), C05(333), C07(156), C07(425), C09(507), C09(550), C18(241), C19(110), C19(183), C19(205), C23(163)
Prepared by: Wade Tattrie, CPA, CA, Director of Finance
Approved by: Kim Ramsay, CPA, CMA, Chief Administrative Officer

Summary

Staff have prepared this report on request of Council to align the meal allowances in the current Remuneration & Travel Policy to the current amounts allowable by Canada Revenue Agency.

Financial Impact Statement

The financial impact of this change in this current fiscal year is projected to be \$342. This estimate is based on the 2022/2023 actual meal expenses of \$1,367 and increasing it by 25%. It is projected this increase of \$342 for meal allowances can be accommodated within the respective general ledger account of the Council budget, or that a Budget Transfer can be completed with another general ledger account within the Council budget - if so required.

Recommendation

Staff recommend that the Corporate and Residential Services Committee recommend to Council that the daily meal allowances be increased to the maximum current amount of \$69 per day as allowable by Canada Revenue Agency. Staff also recommend this be reflected in the policy as \$18 for breakfast, \$21 for lunch and \$30 for dinner.

Recommended Motion

Council Meeting (Policy) - June 20th, 2023

Move that the Corporate and Residential Services Committee recommend that Council give notice of intent to approve amendment to the Council Remuneration and Travel Reimbursement Policy (section 5) to reflect meal allowance of \$18 for breakfast, \$21 for lunch and \$30 for dinner effective April 1, 2023 as attached to the Executive Committee agenda June 20th, 2023.

Regular Meeting of Council - June 28th, 2023

Move that the Corporate & Residential Services Committee recommend that Council approve the amendments to the Council Remuneration and Travel Reimbursement Policy effective April 1, 2023 as attached to the Executive Committee agenda dated June 20th, 2023.

Background

The Council Remuneration & Travel Reimbursement Policy indicates councillors will be given an allowance for meals during conference/training attendance not to include meals which are part of the registration fee.

Discussion

The rate for meal allowances has not changed in several years. Staff have enquired of other NS Municipalities as to their policy and rates regarding meal allowances. In addition, staff have reviewed various other municipalities websites to determine their policy and rates. Of the twelve municipalities on which information was gathered, five did not have per diem rates and instead required councillors to provide receipts that are “reasonable”. The other seven have per diem rates that range from a maximum of \$55 per day to \$75 per day.

Alternatives

Alternative 1 - Make no change to Council compensation and travel reimbursement

Attachments

A draft of the revised Remuneration and Travel Reimbursement Policy is attached.