

MUNICIPALITY OF THE COUNTY OF  
**ANTIGONISH**

<b>TOPIC:</b>	<b>Policy on Council Member Reimbursement for Attending Meetings and Conferences.</b>
<b>POLICY NUMBER:</b>	<b>23</b>
<b>DATE APPROVED:</b>	<b>March 15, 2016</b>
<b>DATE REVISED:</b>	<b>September 20, 2016 (#2016-119)</b>

**1.0 TITLE:**

1.1 This Policy may be cited as the “Council Expense Policy” of the Municipality of the County of Antigonish.

**2.0 POLICY:**

2.1 The purpose of this policy is to provide direction to Members of Council on allowable business and conference related expenses including the forms, documentation and approvals required for reimbursement

**3.0 DEFINITIONS:**

3.1 “Municipal Council” means the Council of the Municipality of the County of Antigonish;

3.2 “Majority approval” for the purposes of this Policy means fifty per cent (50%) plus one (1).

3.3 “Municipality” means the Municipality of the County of Antigonish.

3.4 “Municipal Clerk Treasurer” means the Municipal Clerk Treasurer or designate of the Municipality of the County of Antigonish.

3.5 All other words used have the same meaning as in governing provincial or municipal legislation or subordinate legislation from time to time unless the context indicates otherwise.

**4.0 REIMBURSEMENT OF EXPENSES**

4.1 Council members shall be reimbursed for the reasonable expenses incurred in attending:

4.2 The annual meeting of the Union of Nova Scotia Municipalities;

4.3 Meetings or conferences at which the Council member’s attendance is authorized or requested by Council;

4.4 Attendance at any Council or Committee of Council meeting;

4.5 Attendance at a meeting of any Board, Commission or other organization to which the Council member has been appointed by Council, except that no reimbursement shall be provided by the Municipality if the Council member is entitled to reimbursement of expenses directly from the applicable organization;

4.6 In the case of the Warden and Deputy- Warden, attendance at functions, meetings or conferences involving less than \$500 in reimbursable expenses in respect of which one or more municipal representatives has been invited or requested or would otherwise reasonably be expected to attend, unless Council has specifically directed the Warden or Deputy-Warden not to attend;

4.7 In the case of a Councillor, attendance on behalf of the Municipality at a function identified in the previous subsection of this Policy, involving less than \$500 in reimbursable expenses provided that such attendance is either:

- i. at the request of the Warden or Deputy-Warden to attend in lieu of the Warden or Deputy-Warden;
- ii. at the request of the Warden or Deputy-Warden to attend as a Councillor for a district which has a special interest in, or connection with the subject of the meeting or conference or because of special knowledge and experience of the Councillor relative to the subject of the meeting or conference.

## **5.0 CONFERENCE ATTENDANCE**

5.1 With the exception of the Warden, a council member shall be permitted to attend a maximum of two (2) seminars and/or conferences for their choice in the Atlantic Region during any fiscal year.

- i. For the purpose of this policy the annual meeting of the Union of Nova Scotia Municipalities shall not apply.

5.2 The Warden shall be permitted to use their discretion with respect to the number of seminars and/or conferences attended on behalf of the Municipality.

5.3 Notwithstanding Clauses 5.1 and 5.2, requests to attend any conference and/or seminar outside of the Atlantic Region shall be considered on an individual basis by the Committee of the Whole, which shall make a recommendation to Municipal Council with respect to attendance.

## **6.0 NO REIMBURSEMENT FOR POLITICAL OR DISTRICT ACTIVITIES**

6.1 The expenses of a Council member for political activity associated with election or reelection is not reimbursable by the Municipality.

6.2 A council member shall not be reimbursed for meetings with constituents, individual electors, complainants, because the expenses incurred in the discharge of these duties are deemed to be included in the part of the Council member's salary or remuneration that is an allowance for expenses incidental to the discharge of the duties of such persons as elected officers.

**7.0 REQUIREMENT FOR RECEIPTS**

7.1 Receipts or other satisfactory documentary proof must be submitted with the reimbursement claim for all expenses except:

- i. claims for per diem meal allowances;
- ii. claims for personal vehicle mileage;

**8.0 PER DIEM MEAL ALLOWANCE & INCIDENTAL RATE**

8.1 Councillors will be given an allowance for meals during conference/training attendance not to include meals that are provided as part of the registration fee. This is the maximum allowed under the Income Tax Act without provision of receipts. Allowances inclusive of gratuity will be paid as follows:

Meal	Rate (per day)
<b>Incidental</b>	\$10.00
<b>Breakfast</b>	\$13.00
<b>Lunch</b>	\$15.00
<b>Dinner</b>	\$27.00
<b>Total</b>	<b>\$65.00</b>

8.2 Hospitality costs beyond the approved per diem rate shall be approved by Municipal Council prior to an event.

**9.0 MILEAGE**

9.1 The mileage allowance reimbursed for Council members using personal vehicles for travel shall be at the rate stipulated from time to time by the Province of Nova Scotia as the maximum mileage rate for its employees and the Council member shall be expected to take the most direct route of travel reasonably possible.

9.2 In order for the Municipality to consider mileage reimbursement for Councillors to and from meetings (from home) as a non-taxable benefit, the following must be satisfied:

- i. The Municipality must maintain that there is no available space at the Municipal Office for the Councillors to have an office to work out of; and,
- ii. As a result of Clause 9.2.i, Councillors must use a designated area of their homes to perform a substantial portion of the work related to the County and their elected official duties (e.g. check emails, answer phone calls, have meetings, etc.).

9.3 Where several Council members attend the same meeting, conference or function, each shall make reasonable efforts to share a vehicle.

## **10.0 LIMITS ON REIMBURSABLE EXPENSES**

10.1 Notwithstanding any other provision of this Policy, the following limits shall apply to reimbursement of expenses:

- i. airplane travel shall be booked by Municipal staff or shall only be reimbursed at the lowest rate which would have been available if Municipal staff had booked the airfare;
- ii. hotel accommodations shall be booked by Municipal staff or shall only be reimbursed at the lowest rate which would have been available if Municipal staff had booked the accommodations;
- iii. Reimbursement of only one personal long distance phone call shall be permitted for each night of overnight travel;
- iv. the cost of any alcoholic beverages shall not be reimbursed or included with a meal expense claim;
- v. any expenses incurred by a spouse, family-member or traveling companion;
- vi. the cost of dry-cleaning, laundry or haircuts.

## **11.0 USE OF FORM REQUIRED**

11.1 Expense claims must be submitted on the form provided from time to time by the Municipality and shall be verified by the Council member.

11.2 Expense claims are to be submitted on a monthly basis to the Municipal Clerk Treasurer's Office.

11.3 The Municipal Clerk Treasurer may reject any reimbursement claim deemed unreasonable or not in compliance with this Policy, but the Council member shall have a right of appeal to Council.

## **12.0 SPECIAL CLAIMS**

12.1 Council, by majority approval, may approve reimbursement of expense claims that do not comply with the requirements of this Policy, except that no variance shall be allowed in respect of Section 6.

12.2 All former policies and/or by-laws with respect to Council expenses are hereby repealed.