
Municipality of Cumberland Policy 16-07

Reimbursement Policy for Members of Council

Title

1. This Policy is entitled the "Reimbursement Policy for Members of Council".

Reimbursement of Expenses

2. Council members shall be reimbursed for the reasonable expenses incurred for attending:
 - (1) Union of Nova Scotia Municipalities annual fall conference and spring workshop;
 - (2) Federation of Canadian Municipalities annual conference;
 - (3) meetings or conferences at which the Council member's attendance is authorized or requested by Council;
 - (4) attendance at any Council or Committee of Council meeting;
 - (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;
 - (6) in the case of the Warden or Deputy-Warden, attendance at functions, meetings or conferences involving less than \$100 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;
 - (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 \$100 in reimbursable expenses provided that such attendance is either:
 - (a) at the request of the Warden or Deputy Warden to attend on their behalf;
 - (b) at the request of the Warden or Deputy Warden to attend as a Councillor who 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;
 - (8) at a training or continuing education event in accordance with the provisions of this Policy concerning Council member training and education.

No Reimbursement for Political or Constituency Activities

3. The expenses of a Council member for political activity associated with election or re-election is not reimbursable by the Municipality.
4. A council member shall not be reimbursed for meetings in their respective districts with constituents, individual electors, and complainants. The expenses incurred in the discharge of these duties are deemed to be included in the Council member's remuneration that is deemed a non-taxable allowance for expenses incidental to the discharge of their duties.

Training and Professional Development

5. A Council member may apply to Council in advance for approval to incur expenses out of the budget established for Council training and professional development, provided that:
 - (1) the request is made in writing;
 - (2) the training or education course, meeting or conference, is related to municipal government;
 - (3) the course, meeting or conference is completed prior to the next municipal election date;
 - (4) the budget for Council member training and education for the year has not been exhausted and would not be exceeded by authorizing the request;
 - (5) the Council member shall reimburse the Municipality for the cost of all or, alternatively the pro-rated cost of a portion, of any enrollment fees in the event of failure to attend all, or alternatively some, of the event without reasonable justification;

Requirement for Receipts

6. Receipts or other satisfactory documentary proof must be submitted with the reimbursement claim for all expenses except:
 - (1) claims for per diem meal allowances;
 - (2) bridge and highway tolls;
 - (3) claims for personal vehicle mileage;
 - (4) claims for reimbursement of monthly internet access fee not exceeding \$20;

Per Diem Meal Allowances

7. For each day or part day that a Council member is travelling outside the Municipality for an authorized purpose, a Council member may claim a meal allowance for each meal for which a cost was incurred. Meals provided free of charge or included in registration fees paid directly by the

Municipality are ineligible. The per diem meal allowance for Council members shall be the same as that for staff: \$15 for breakfast, \$20 for lunch, and \$35 for supper. For purposes of this section, the Municipality will not pay breakfast allowance to Council members leaving home after 6:00 am or supper allowance to a Council member arriving home before 6:00 pm.

If on any given day the Councillor is attending more than one meeting within the Municipality, and the cost of paying mileage for the Councillor to go home for a meal and return for a meeting being held later that same day is greater than the meal allowance, a Councillor may claim a \$15.00 meal allowance.

Mileage

8. 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 or kilometerage rate for its employees. Where several Council members attend the same meeting, conference or function, each shall make reasonable efforts to share a vehicle.

Limits on Reimbursable Expenses

9. Notwithstanding any other provision of this Policy, the following limits shall apply to reimbursement of expenses:
 - (1) 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;
 - (2) if a Council members chooses to take their personal vehicle in lieu of airplane travel, reimbursement will be based on the lesser of the lowest airfare rate which would have been available had the flight been booked by municipal staff or the mileage reimbursement pursuant to section 8;
 - (3) hotel accommodations shall be booked by Municipal staff;
 - (4) reimbursement of one personal long distance phone calls, to a maximum of \$15 shall be permitted for each night of overnight travel;
 - (5) the cost of any alcoholic beverages shall not be reimbursed or included with a meal expense claim;

Advances

10. The Municipality will pay a reasonable advance to Council members for expenses to be incurred pursuant to this policy, such advance not to exceed 50% of the estimated expenses.

Use of Form Required and Submission of Claims

11. Expense claims must be submitted on the form provided from time to time by the Municipality and shall be signed by the Council member. Expense claims shall be submitted on a monthly basis. Expense claims submitted by a Councillor via e-mail shall be considered authorized by the Councillor.
12. Expense claims may require adjustments by the Finance Department staff to ensure accuracy. If a form requires adjustments, a copy of the adjusted form will be provided to the relevant Councillor to provide explanation of the adjustments.

CAO Approval and Appeal

13. The CAO, or person designated by the CAO, may reject any reimbursement claim he deems unreasonable or not in compliance with this Policy, but the Council member shall have a right of appeal to Council.
14. This Policy is effective upon adoption and replaces any previous Reimbursement for Member of Council Policies.

Clerk's Annotation for Official Policy Book

Date of Notice to Council Members of Intent to consider (7 days minimum): May 11, 2016

Date of Passage of Current Policy: May 25, 2016

I certify that this Reimbursement for Members of Council Policy was adopted by Council as indicated above.

Brenda Moore
Municipal Clerk

May 31, 2016
Date