

## MUNICIPAL EXPENSE POLICY

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1. This Policy is entitled the “*Municipal Expense Policy*”.
2. The purpose of this policy is to provide guidelines for the reimbursement of expenses when Municipal Staff or Councillors (including Warden and Deputy Warden), are required to travel on Municipal business for the Municipality of the County of Inverness.

3. Eligible Travel Expenses

The Municipality of the County of Inverness shall reimburse Councillors and staff for all reasonable and appropriate expenses for travel, meals and accommodations incurred in the course of carrying out their duties and responsibilities. Duties include attending meetings, seminars and conferences approved by the Municipal Council for Council members or by the Chief Administrative Officer (CAO) for Staff members. Legitimate County of Inverness business travel includes:

- a) Council members’ attendance at a meeting of Council, Committee of the Whole of Council or an outside Committee or Board in which an appointment of a Councillor is made by Council (see Appendix A: Council Approved Municipal Boards/Committees). Actual mileage claimed to be no greater than from the Council members’ place of residence to the meeting location.
- b) Meetings or conferences at which the Council members’ attendance is authorized by Council or the CAO.
- c) Meetings or conferences at which the Staff members’ attendance is authorized by the CAO.
- d) Council members attending municipal business outside of the Municipality of the County of Inverness as authorized by Council or the CAO.
- e) Staff members attending Municipal business outside of the Municipality of the County of Inverness as approved by the CAO.
- f) Travel expenses include but are not limited to accommodations, air fare, rail or ferry transport, mileage (kilometers driven), meals, taxi, parking, bridge tolls and Municipality of the County of Inverness related phone calls and faxes.
- g) The Municipality of the County of Inverness will pay for meeting and conference registration fees.

- h) There will be no reimbursement for meals already provided at the meeting or conference unless dietary restrictions apply and are not accommodated.
- i) Meals will be reimbursed as per the per-diem rates set below. Receipts do not need to be submitted. These rates are as follows:
  - Breakfast \$10.00
  - Lunch \$20.00
  - Dinner \$20.00Any meal expenses over the above amount will require receipts for reimbursement.
- j) Mileage rate will be set at the provincial rate. Councillors will be reimbursed monthly for travel within their own districts and at the provincial mileage rate for business outside their districts. The above rate will be \$170.00 and will be included in the payment of their municipal remuneration.

#### 4. Non-Eligible Travel Expenses

There will be no reimbursement for the following activities/meetings:

- a) Political activities – the expense of a council member for political activity associated with election or re-election is not reimbursable.
- b) A Council member shall not be reimbursed for meetings with constituents, individual electors, or complainants, because the expenses incurred in the discharge of these duties are deemed to be incidental to the discharge of duties and included in regular remuneration and allowance.
- c) The Municipality is not responsible for the costs of spouses when they are accompanying the Staff or Council members on municipal business.
- d) Meetings or conferences related to organizations or boards of which the Councillor is not appointed by Council.
- e) Alcohol or other controlled substances.

#### 5. Cancellation Fees

The Municipality of the County of Inverness will pay for cancellation fees for legitimate personal and professional purposes upon approval by Council and/or the CAO. Council and Staff members, who are present to attend a meeting which is forced to be cancelled

due to unforeseen circumstances or because there is no quorum, shall be entitled to payment for travel and expenses.

## 6. Payment Procedure

- a) Council members are responsible for filling out monthly Municipal expense claims and submitting them with signature to the Municipal Office for processing within five business days following month end.
- b) Cheques will be prepared for distribution no later than five business days following the submission of the expense claim.
- c) All Council and CAO expense claims will be posted on the Municipal website after they are processed.
- d) Staff members are responsible for filling out an expense report form and submitting it to the Municipal Office with signature for processing.
- e) Expense reports for Staff members may be reported after each expense or on a monthly basis.

## 7. Authorization for Reimbursement

Individuals who may authorize reimbursement of expenses and mileage include Chief Administrative Officer, Director of Finance and department heads. Individuals are not permitted to authorize their own reimbursement.

## Appendix A: Council Approved Municipal Boards/Committees

The following Boards/Committees have been appointed and/or approved by Council for reimbursement of related meeting expenses:

- a) Regional Police Advisory
- b) Strait Area Transit Board
- c) Heritage Committee
- d) Strait of Canso Superport Corporation Board
- e) Occupational Health & Safety Committee
- f) Eastern Counties Regional Library Board
- g) Fences Arbitration Committee
- h) Veterinary Assistance
- i) Eastern District Planning Commission Board
- j) Inverness Council Municipal Housing Corporation Board
- k) Margaree Airport Committee
- l) Cape Breton Regional Enterprise Network
- m) Local Immigration Partnership
- n) Allan J. MacEachen Airport Committee
- o) Planning & Advisory Committee
- p) Community Development Grant
- q) Emergency Management Committee
- r) Committee of the Whole