

Municipality of the District of St. Mary's

Mileage/Expense Policy



1. Purpose

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 on behalf of the Municipality of the District of St. Mary's.

2. Authority

This policy derives its authority from section 47 of the *Municipal Government Act* (MGA) of the Province of NS.

3. Definitions

- 3.1 CAO - means the Chief Administrative Officer for the Municipality of the District of St. Mary's.
- 3.2 *Directors* - refers to the Director of Community Development and Recreation, Director of Public Works and/or the Director of Finance (DOF).
- 3.3 *Employee or Staff* - means an employee of the Municipality of the District of St. Mary's.
- 3.4 *Designated Signing Officer* - means those who are legally authorized to sign financial or legal documents on behalf of the Municipality.
- 3.5 *Municipal Council* - means the Council of the Municipality of the District St. Mary's, consisting of the Warden, Deputy Warden, and Councillors.
- 3.6 *MGA* - means the Municipal Government Act of the Province of NS.

4. Responsibility

Municipal Council, CAO and all employees who incur an expense in relation to municipal business is responsible for:

- 4.1 Familiarizing themselves and complying with the provisions of this policy; and
- 4.2 Ensuring they clearly understand the Municipality's cost control objectives when travelling on municipal business; and
- 4.3 Completing and submitting expense claims with necessary supporting documentation; and
- 4.4 Exercising reasonable diligence and care in incurring expense prudently and responsibly; and

- 4.5 With respect to travel, cancelling reservations as required and considering alternatives to travel such as teleconferencing and video conferencing.

5. Eligible Travel Expenses for Warden and Municipal Council

- 5.1 The Nova Scotia Federation of Municipalities (NSFM) spring workshop may be attended annually by the Warden or designate plus one additional councillor, providing adequate annual operating budget and by motion of Council.
- 5.2 The Nova Scotia Federation of Municipalities (NSFM) annual fall conference may be attended by all Council members providing adequate annual operating budget.
- 5.3 The Federation of Canadian Municipalities (FCM) annual meeting may be attended by the Warden or designate plus one or two additional councillor(s) annually, providing adequate annual operating budget and by motion of council. Preference for council member attendance will be given based on previous years' attendance and it is encouraged that each council member attend one FCM during their elected term.
- 5.4 Council members' attendance at a meeting of Council, Committee of the Whole, or an internal or external outside Committee or Board in which an appointment of a Councillor is made by Council.
- 5.5 Expenses associated with attendance by the Warden or designate at regional meetings of the Strait Area Mayors and Wardens.
- 5.6 Expenses associated with attendance by the Warden or designate at meetings of the Rural Caucus.
- 5.7 Council member's attendance at public consultation meetings or workshops set by the Municipality or in conjunction/partnership with the Municipality. Council is generally notified of such consultations by email and/or staff reports from the CAO.
- 5.8 When representing Council and with prior approval of the CAO and/or by Council consensus; eligible expenses may also include travel to community events and any committee or board meetings that are non-Council or Committee of Council related, or for which they have not been appointed by Council to attend.
- 5.9 Mileage is based on actual mileage traveled, shortest route encouraged and beginning from the councillor's place of residence in their elected district but no greater than.

6. Eligible Travel Expenses for Chief Administrative Officer

- 6.1 The Association of Municipal Administrators of Nova Scotia (AMANS) annual fall meeting/conference and spring workshop.
- 6.2 The Nova Scotia Federation of Municipalities (NSFM) spring and/or fall meeting/conference may be attended by the CAO, providing adequate annual operating budget and by Council motion.
- 6.3 The Federation of Canadian Municipalities (FCM) annual meeting may be attended by the CAO annually, providing adequate annual operating budget and by Council motion.
- 6.4 Expenses associated with attendance by the CAO at meetings of the Rural Caucus.
- 6.5 Attendance at a meeting of any Board, Commission, Committee, or other organization to which the CAO has been appointed to by Council.
- 6.6 Expenses associated with attendance of the CAO for the Strait Region CAO's quarterly meetings.
- 6.7 Workshops, training and/or conferences associated with training on municipal software or training directly related to municipal government hosted/provided by the department of Municipal Affairs or DAL Continuing Education program.
- 6.8 When representing the Municipality and with prior approval by the Warden (via email); duties may also include travel to community events and any committee or board meetings that are non-Council or Committee of Council related, or for which they have not been appointed by Council to attend.
- 6.9 Mileage is based on actual mileage traveled, shortest route encouraged and beginning and ending from their place of employment at 8296 Hwy 7, Sherbrooke, Municipal Office.

7. Eligible Travel Expenses for Directors and Municipal Employees

- 7.1 Staff requests to travel must be made through the employees' direct supervisor by way of email, stating the purpose of travel and be within departmental operating budget.
- 7.2 Staff members attending municipal business outside of Nova Scotia as approved by direct supervisor and CAO and be within departmental operating budget.
- 7.3 Travel for program or event supplies will be planned and combined with travel for meetings when possible. Staff are generally not permitted to travel for program and/or events supplies

more than once per month. When travelling for supplies the cost of travel and staff time must be taken into consideration in relation to the purchases.

7.4 Mileage is based on actual mileage traveled, shortest route encouraged and beginning and ending from their place of employment at 8296 Hwy 7, Sherbrooke, Municipal Office.

8. General Eligible Travel Expenses/Conditions

8.1 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 District of St. Mary's related phone calls and faxes.

8.2 The Municipality of the District of St. Mary's will pay for conference and meeting registration fees.

8.3 For Warden and Municipal Councillors, actual mileage claimed is to be no greater than from the Council members' place of residence to the meeting location.

8.4 Only actual incurred expenses that are considered eligible under the terms of this policy will be authorized for reimbursement.

8.5 If an individual is unable to attend a meeting and/or conference due to weather conditions, travel expenses incurred if attempted to attend, are considered an eligible expense.

8.6 It is understood by both council members and municipal employees that if they are already travelling for non-municipal related reasons to a location/area on the same day as a previously approved meeting, conference, or gathering municipal supplies, the mileage/expense will not be claimed to ensure fiscal responsibility.

9. Ineligible Travel Expenses

9.1 Political activities – the expense of a council member for political activity associated with election or re-election is not reimbursable.

9.2 The Municipality is not responsible for the costs of spouses when they are accompanying the Staff or council members on municipal business.

9.3 There shall be no reimbursement for alcohol or other controlled substances.

- 9.4 Fees, deposits, interest, and surcharges incurred on a personal credit card shall not be reimbursed.
- 9.5 There will be no reimbursement for meals already provided at the meeting or conference unless dietary restrictions apply and have not been accommodated.
- 9.6 For the CAO and employees' meetings hosted at the Municipal Office, such as Council and Committee Meetings, expense will not be eligible for reimbursement.
- 9.7 There will be no reimbursement for expenses related to boards, commissions, or committees which the applicant is directly reimbursed from the applicable organization.
- 9.8 Members of Council, CAO or employees are prohibited from claiming reimbursement for anyone other than themselves.

10. Cancellation Fees & Meetings

- 10.1 The Municipality of the District of St. Mary's will pay for cancellation fees for legitimate personal and professional purposes upon approval by Council and/or the CAO. Examples are but not limited to; illness (personal or immediate family), weather conditions, travel or municipal emergencies, or other reason approved by Council, CAO or designate upon request.
- 10.2 When an elected official, or municipal employee fails to attend a conference and/or seminar for which the Municipality has paid a registration fee and/or hotel deposit for other than reasons listed in 10.1, all expenses incurred will be the financial responsibility of the elected official or employee.
- 10.3 Council and employees who are present to attend a meeting and/or conference 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.

11. Administration

- 11.1 Warden and Council are responsible to monitor their expense/travel budget accordingly for each fiscal years' operating budget to ensure no unapproved budget overages are incurred. Approved travel, expenses, and training are dependent on yearly operating budget.

- 11.2 The CAO is responsible to monitor their own expense/travel budget accordingly for each fiscal year's operating budget to ensure no unapproved budget overages are incurred. Travel, expenses, and training are dependent on yearly operating budget.
- 11.3 Directors are responsible to monitor department expense/travel budgets accordingly for each fiscal year's operating budget.
- 11.4 The CAO may reject any reimbursement claim of a municipal staff or councillor if not in compliance with this policy. The Warden may reject any reimbursement claim of the CAO if not in compliance with this policy.
- 11.5 In considering an expense claim for payment, the Designated Signing Officer may request additional explanation, documentation, or justification from the claimant, and may direct any claim or expense that the Designated Signing Officer feels is irregular or not in compliance with this policy to either the CAO for employees, or to the Municipal Council for councillors.

12. Payment Terms

- 12.1 Council members, the CAO and staff are responsible for filling out monthly municipal expense claims and submitting them with signature to the Municipal Office for processing within ten business days following month end. Cheques will be prepared for distribution no later than ten business days following the submission of the expense claim.
- 12.2 If claims are not received in accordance with 12.1, zero-dollar claims will be completed by the Municipal Clerk and filed/posted accordingly, with no reimbursement given.
- 12.3 All Council and CAO expense claims will be posted on the Municipal website after they are processed.
- 12.4 Expense reports for staff members may be reported after each expense or on a monthly basis.
- 12.5 Two Designated Signing Officers, one municipal council member and one municipal administrator, shall process approved reimbursement of expenses and mileage in accordance with this policy. The individual claiming the expense reimbursement is prohibited from processing their own reimbursement claim.
- 12.6 All rules respecting the use of municipal credit cards as outlined in the *Municipal Credit Card Policy* must be followed.

12.7 Mileage rates and meal per diems are as approved annually by resolution at the Annual General Meeting of St. Mary's Municipal Council.

13. Policy Review and Reporting Requirements

13.1 By January 31st immediately following a regular election held under the Municipal Elections Act, Council shall review this policy and, following a motion by Council, either re-adopt the policy or amend it and adopt the policy as amended.

13.2 The Municipal Audit Committee shall review the expense annual summary report at least once each fiscal year.

13.3 Pursuant to Section 65A of the *MGA*, the CAO shall ensure that the Municipality does the following:

13.3.1 Within 90 days of the end of each fiscal quarter, all monthly expense reports will be prepared and posted on the Municipal Website for each the Warden, Councillors and CAO on their expense regarding travel and travel related expenses, including transportation, accommodations, and incidentals; Training and education; and meals.

13.3.2 By September 30th of each year, prepares and files with the Minister of Municipal Affairs an annual summary report that summarizes the expense reports for the preceding fiscal year, which is compliant with the requirements set out in the Financial Reporting and Accounting Manual.



SCHEDULE A- POLICY AMMENDMENTS

Version #	Amendment Description	Approved By	Approval Date
1	Original Policy	Council	April 9th, 2018
2	Amendment	Council	March 11th, 2019
3	Amendment	Council	October 11th, 2022

Mallory Fraser

Municipal Clerk

October 11, 2022

Date of Approval