

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL		Policy 128
Section Procedure & Organization of Council	Subject Travel and Expenses	

PURPOSE

1. To establish guidelines to reimburse councillors, appointees and county employees for reasonable expenses incurred while conducting municipal business.

AUTHORITY

2. Section 23 of the Municipal Government Act, as amended

DEFINITIONS

3. Except as defined below, terms used in this policy shall have the same meaning as in the *Municipal Government Act*, or as their context applies according to a dictionary of the English language.
 - (a) “councillors” includes warden and deputy warden; and
 - (b) “appointees” means citizens appointed by municipal council to serve as a committee member.

ELIGIBILITY FOR REIMBURSEMENT

4. The municipality will reimburse or pay directly the cost of registration, accommodations, meals (not covered by event registration), and transportation / kilometrage in accordance with current policies, approved budgets and Standard Operating Procedures.
5. Councillors are eligible for reimbursement of travel expenses for attending:
 - council and committee of the whole meetings;
 - meetings of any committee or other organization to which they have been appointed by municipal council;
 - two conferences per year (April 1 – March 31), apart from FCM which is by policy;
 - meetings with other government agencies or representatives (including MLA or MP) scheduled by council, warden, deputy warden or CAO;
 - meetings related to land-use planning including public information meetings, public participation meetings, public hearings and advisory committee meetings;
 - training or orientation meetings;
 - meetings with the CAO;
 - social functions when designated to attend representing the county;
 - Remembrance Day and Canada Day ceremonies; and
 - any other travel specifically authorized by municipal council.
6. Councillors shall not be reimbursed for expenses to meet with individual residents or attend community events in their own electoral district as these expenses are deemed to be incidental to the discharge of their duties.

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL		Policy 128
Section Procedure & Organization of Council	Subject Travel and Expenses	

7. Councillors shall not be reimbursed for costs related to election or re-election activities.
8. Appointees are eligible for reimbursement of travel expenses for attending:
 - conferences;
 - training / orientation; and
 - meetings of a committee / organization to which they have been appointed.
9. If approved by their service group manager or director, employees are eligible for reimbursement of travel expenses for attending:
 - meetings;
 - conferences;
 - training;
 - social functions (when designated to attend on behalf of the county); and
 - any other travel specifically authorized.
10. When a councillor, an appointee or an employee is chosen by municipal council or the CAO as a representative to any organization, they are entitled to reimbursement of travel expenses by either the organization or by the municipality but not both.
11. The Municipality shall not reimburse any individual for any alcohol or cannabis purchases except in accordance with the county's hospitality policy.
12. The Municipality shall not reimburse any councillor, appointee or employee for:
 - loss of personal property;
 - medical or hospital treatment;
 - purchase of video rentals, luggage, clothing or personal effects; or
 - personal services such as shoe shines, valet services, dry-cleaning, laundry, or haircuts.
13. The municipality does not accept liability for claims arising from the use of privately-owned or leased / rented vehicles for municipal travel. Owners / users must ensure the vehicle is properly insured for business use and complies with all relevant statutory / legal requirements.

EXPENSE CLAIMS

14. For expenses not billed directly to and paid by the municipality, councillors and employees shall be reimbursed upon submission and approval of a travel claim on the prescribed form.
15. Travel claims for councillors and CAO (except the warden) are subject to approval by the warden or designate.
16. Travel claims for the warden, appointees and employees are subject to approval by the CAO or designate.
17. Appointees shall be reimbursed a kilometric rate for attending meetings without submission of a travel claim. Committee chairpersons are required to submit meeting attendance sheets confirming their attendance.

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL		Policy 128
Section Procedure & Organization of Council	Subject Travel and Expenses	

18. For expenses not billed directly to and paid by the municipality, appointees shall be reimbursed upon submission and approval of a travel claim on the prescribed form for any expenses other than described above.
19. All expenses must be submitted by the claimant.
20. Reimbursement for meals shall follow the below per diems:
 - Breakfast \$20
 - Lunch \$20
 - Dinner \$35
21. Use of personal vehicles shall be reimbursed at the kilometric rate approved by the Province and in effect at the time the travel occurred.
22. If financially advantageous for the municipality, the CAO or designate may approve a short-term rental of a vehicle for persons travelling on municipal business (daily rental, insurance, gasoline, and kilometric charges invoiced by the rental agency).
23. If a councillor, appointee or employee chooses to take their personal vehicle in lieu of airplane travel, reimbursement will be the lesser of the lowest airfare rate which would have been available or the kilometric rate.
24. When a councillor, an appointee or an employee does not attend a booked conference or event, the municipality may recover from them any non-refundable expenses incurred except if attendance was not possible for the following reasons:
 - illness (personal or immediate family);
 - weather conditions;
 - travel emergencies;
 - municipal emergencies / urgencies;
 - other reasons as approved by municipal council.

TRAVEL ADVANCES

25. Subject to approval by the CAO, the municipality may provide a travel advance if submitted at least 14 days in advance.
26. When a councillor, an appointee or an employee does not attend a booked conference or event for which they received a travel advance, an amount equivalent to the advance shall be reimbursed to the municipality.
27. Within 30 days of returning from travel, paid invoices or receipts must be submitted to substantiate expenses other than meals or kilometric allowances.

SUBMISSION OF CLAIMS

28. Employees are expected to submit claims on a regular basis, not less than once every 2 months.

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL		Policy 128
Section Procedure & Organization of Council	Subject Travel and Expenses	

29. Councillors must submit travel claims for review and approval by the 15th of the month following each quarter:
- January to March claims – due by April 15th
 - April to June claims – due by July 15th
 - July to September claims – due by October 15th
 - October to December claims – due by January 15th
30. Claims shall not be paid for expenditures occurring more than 6 months in the past.

GENERAL POLICY STATEMENTS

31. Travel should be by the most direct route and using the most economical means of transportation, taking into consideration the travel time involved.
32. An employee’s normal place of work shall be considered the starting and return point of any trip, unless the employee leaves from or returns directly home.
33. A councillor’s / appointee’s residence shall be considered the starting and return point of any trip, unless they leave directly from another location.
34. When two or more councillors / appointees / employees are attending the same seminar, convention or meeting, carpooling shall be practised whenever possible.
35. Arrangements to attend out-of-town conferences / events shall be the responsible of the attendee. Assistance may be provided by employees in the Office of the Municipal Clerk.
36. All expenditures and expense claims are subject to review and internal / external audit verification.

REVIEW OF POLICY

37. By the 31st of January immediately following a regular election, Municipal Council shall review this policy as part of the orientation process and, by motion, the Council, shall either re-adopt or replace the policy.

REEAL

38. *Policy 128 Travel and Expenses*, approved on September 17, 2024, is hereby repealed.

Annotation for Official Policy Book	
I certify that this policy was adopted by Municipal Council as indicated below:	
<i>Seven (7) Day Notice</i>	Jan. 14, 2025
<i>Council Approval</i>	Jan. 21, 2025
 <i>Chris McNeill</i>	 Jan. 21, 2025
Chief Administrative Officer	Date
<i>At Annapolis Royal, Nova Scotia</i>	