

TOWN OF LUNENBURG PROCEDURAL POLICY #86 - COUNCIL AND MANAGEMENT EXPENSE AND HOSPITALITY CLAIMS

PURPOSE

1. This Policy provides a process and criteria by which Lunenburg Town Council (“Council”) and management staff expense and hospitality claims may be considered for approval. These provisions were previously included in the Town’s Personnel Policy, but are now stated in this Policy for ease of reference and inclusion of the following 2017 amendments to the Municipal Government Act (“Act”).

Section 23 (3)

(3) Each municipality shall adopt an expense policy and a hospitality policy.

(4) An expense policy must

- (a) prohibit the municipality from reimbursing expense claims for alcohol purchases by an individual;*
- (b) identify the persons who have signing authority to authorize the reimbursement of an expense;*
- (c) where applicable, set out rules respecting the use of corporate credit cards;*
- (d) apply to every reportable individual in the municipality; and*
- (e) comply with the regulations.*

(5) A hospitality policy must

- (a) establish the expenditures, including an alcohol purchase, that may be a hospitality expense;*
- (b) establish the approval process for authorizing hospitality expenses;*
- (c) establish the scope and applicability of the policy; and*
- (d) comply with the regulations.*

(6) An expense may only be reimbursed if that expense is authorized pursuant to the expense policy or the hospitality policy.

(7) By the January 31st immediately following a regular election held under the Municipal Elections Act, the council shall review the expense and hospitality policies and, following a motion by the council, either re-adopt the policies or amend one or both of the policies and adopt the policies as amended.

2. Reference should also be made to the Town’s Council Professional Development and Conference Attendance Procedural Policy for information regarding the approval procedure for same.

3. Expenses considered under this Policy are for attendance at conferences, training, meetings or other business events (“event”) representing the Town that are in compliance with this Policy and the Act, have been pre-approved by Council in the Town’s annual budget and/or by specific request, or by the CAO or designate for management staff.

PROCEDURE

4. Expenses for attendance at approved events representing the Town will be reimbursed as follows within approved Council budget amounts.
 - (a) Transportation: the actual cost of the most economical mode of travel, typically by personal vehicle. Vehicle costs will be reimbursed at the Provincial standard rate as amended from time to time. The following are pre-determined maximum allowable travel claim distances to:

- Bridgewater	40 kilometres
- Chester	80 kilometres
- Dartmouth	220 kilometres
- Halifax Airport	250 kilometres
- Halifax	200 kilometres
- Liverpool	130 kilometres
- Mahone Bay	25 kilometres
- Sydney	1100 kilometres
- Wolfville	200 kilometres

Variances from these pre-determined maximum amounts will be considered if the expense claimant provides the actual kilometers based on their vehicle odometer reading or travel distance calculator and confirmation on the Expense Claim Form that they picked up and/or dropped off multiple Town representatives to attend the same approved event, and/or travel was required during an event to multiple event venues, or similar circumstances as approved by the CAO, Finance Director and/or Mayor as set out in Section 4 (g) herein.

If more than one Council and/or management staff member are attending the same event they are expected, when reasonable, to travel together in one vehicle.

If a Town vehicle is used, the approximate cost of fuel will be billed to the relevant Town budget account used to pay for event attendance.

Air travel reservations may be made by authorized Corporate Services staff following the Town’s Purchasing Policy and Municipal Credit Card Use Administrative Policy as applicable.

- (b) Accommodations: actual cost for the authorized Town Council or management staff member, plus approved parking and internet fees as applicable.

Accommodation reservations and payment will be made by Corporate Services staff following the Town’s Purchasing Policy and Municipal Credit Card Use Administrative Policy as applicable.

- (c) Meals: out of Town events - \$15.00 breakfast (departure from Lunenburg required before 6:30 a.m.), \$20.00 lunch (unable to return to Lunenburg before 1:00 p.m.), and \$35.00 dinner (unable to return to Lunenburg before 6:30 p.m.), to a daily maximum of \$70.00 with no receipts required. If a meal is provided as part of the event, an additional meal claim shall not be made. Reimbursement for alcohol purchases is not permitted.

A \$15.00 meal expense may also be claimed if attendance at an in-Town event occurs during these meal periods and the event does not provide a meal and it is not possible for the Council or management staff member to leave to have their regular meal. Corporate Services staff will generally make prior catering arrangements for a meal to be provided in such circumstances through the use of a Town Purchase Order. Reimbursement for alcohol purchases is also not permitted.

Council may also budget for a maximum of \$1000./year, plus HST to provide for the attendance of Council members and/or senior management staff at relevant special event dinners, e.g., Lunenburg Board of Trade AGM, Habitat for Humanity and MICA annual dinners, etc.

- (d) Registration Fees: actual cost to be paid in advance by Corporate Services staff in compliance with the Town's Purchasing Policy, Municipal Credit Card Use Administrative Policy and/or other relevant Town Procedural Policies.

- (e) Miscellaneous Expenses – Council and management staff members may also claim up to \$15.00/day for each overnight stay for an approved out of Town event to a maximum of \$75.00/week without receipts for expenses for which receipts are generally unavailable when attending same which exceed one day and require an overnight stay outside Town (other than their own residence). Miscellaneous expenses may include tips, parking meters, taxis, bridge and ferry fares, buses, etc., but cannot be used to increase meal allowances noted above or purchase alcohol. Receipts should be presented for all miscellaneous expenses whenever possible.

- (f) Hospitality Expenses - the Mayor, Chief Administrative Officer (CAO) and/or their designate(s) may use the per person meal allowances listed above in subsection (c) for hospitality purposes with visiting officials while conducting Town business.

A Town Purchase Order should be used in such instances in accordance with the Town Purchasing Policy or detailed receipts provided for subsequent reimbursement. Council must approve the reimbursement of expense claims that exceed these limits or for any alcohol purchases.

- (g) Expense Claim Form - all claimants must submit a completed Town Expense Claim Form when seeking reimbursement for expenses listed above. This shall be submitted within thirty days of expenses being incurred to the CAO and Finance Director for approval. The Town Finance Director and Mayor shall determine if expenses claimed by the CAO may be approved for payment. The

CAO, Finance Director and Mayor may request of the claimant additional verification of the expense prior to approving payment.

- (h) Spousal Expenses - expenses for the spouses of Council and management staff members will not be reimbursed.
 - (i) HST - all maximum expense amounts stated herein do not include HST which may be claimed as an additional expense for payment on proof of HST payment.
5. No reimbursement will be made for Council and/or management staff attendance at partisan political events.
6. No advances for expenses will be paid unless pre-approved by the CAO and Finance Director. All advances shall follow the same reporting format as outlined in this Policy and a final Expense Claim Form shall be submitted to determine if repayment of any advance is required or additional reimbursement is due.

Clerk' Annotation For Official Policy Book

Date of notice to Council members of intent to consider Policy amendments: May 12, 2020

Date of passage of Policy amendments: May 26, 2020

I certify that this Policy amendment was adopted by Council as indicated above

Municipal Clerk

Date