



Committee of the Whole Excerpts  
December 3, 2024

#### **REGIONAL COUNCIL REMUNERATION EXCERPT**

Council remuneration provides an incentive for community members to hold public office and compensation for the time and energy required to fulfill the duties associated with being a member of Council for the Municipality. With the growing demands required from our elected officials, work-life balance, and time management may become challenging for some who have additional commitments and responsibilities outside of council (i.e. families, less flexible and/or full-time jobs, additional financial burdens, etc.). Ongoing council remuneration review is necessary to ensure that remuneration accurately reflects the time that is necessary to meet the requirements of the position.

The recommended motion was that Committee of the Whole recommend that ...

**COUNCIL DIRECTS THE REMUNERATION POLICY BE UPDATED TO INCLUDE THE ANNUAL REMUNERATION LEVELS FOR MAYOR, DEPUTY MAYOR AND COUNCILOR INCREASE, AS PER THE DECEMBER 2024 REPORT, ON APRIL 1ST OF EACH FISCAL YEAR AS PER THE ANNUAL STATISTICS CANADA CONSUMER PRICE INDEX (CPI – ALL ITEMS) FOR THE PROVINCE OF NOVA SCOTIA FOR THE PRECEDING CALENDAR YEAR UNTIL THE 2028 NS MUNICIPAL ELECTION.**

**COUNCIL DIRECTS THE WEST HANTS REGIONAL MUNICIPALITY EXPENSE POLICY BE REVISED TO REFLECT THE UPDATED MEAL ALLOWANCE VALUES NOTED IN THE REPORT.**

**COUNCIL DIRECTS WEST HANTS REGIONAL MUNICIPALITY CONTINUE TO EXTEND THE DEFINED CONTRIBUTION GROUP PENSION PLAN TO ELECTED OFFICIALS WITH MATCHING FUNDS FROM THE MUNICIPAL AND COUNCIL MEMBER OF 8%.**

**COUNCIL DIRECTS THE REMUNERATION POLICY BE UPDATED TO INCLUDE A PARENTAL/DEPENDENT CARE LEAVE POLICY FOR ELECTED OFFICIALS, ALLOWING ELECTED OFFICIALS TO TAKE UP TO 52 WEEKS LEAVE WITHOUT PAY.**

**COUNCIL DIRECTS THE REMUNERATION POLICY BE UPDATED TO INCLUDE THE PROVISION FOR UP TO \$1,500/YEAR FOR ELECTED OFFICIALS & \$750.00/YEAR FOR NONELECTED COMMITTEE MEMBERS TO SUPPORT DEPENDENT CARE EXPENSES.**

**COUNCIL DIRECTS THE REMUNERATION POLICY BE UPDATED TO INCLUDE AN INCREASE TO THE RESIDENT MEMBERS PER MEETING ALLOWANCE TO \$100 FOR ALL COMMITTEES.**



## WEST HANTS REGIONAL MUNICIPALITY REPORT

|                                      |                                                    |                                           |                                              |
|--------------------------------------|----------------------------------------------------|-------------------------------------------|----------------------------------------------|
| Information <input type="checkbox"/> | Recommendation <input checked="" type="checkbox"/> | Decision Request <input type="checkbox"/> | Councillor Activity <input type="checkbox"/> |
|--------------------------------------|----------------------------------------------------|-------------------------------------------|----------------------------------------------|

**To:** West Hants Regional Municipal Council

**Submitted by:** Mark Phillips, Chief Administrative Officer

**Date:** December 3, 2024

**Subject:** 2024 Council Remuneration Review

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### LEGISLATIVE AUTHORITY

Section 23(1)(d) of the *Municipal Government Act* states that the council may make policies providing for and fixing:

- (i) the annual remuneration to be paid to the mayor or warden,
- (ii) the annual remuneration to be paid to the deputy mayor or deputy warden,
- (iii) the annual remuneration to be paid to councillors,
- (iv) that part of the salary or remuneration that is an allowance for expenses incidental to the discharge of the duties of such persons as elected officers of the municipality,
- (v) the deduction to be made from the remuneration of such persons, other than persons on parental accommodation, for missing more than three council or committee meetings in a year, and
- (vi) the rate per kilometre as a travelling allowance for such persons for actual distance travelled once each day to go to, and return from, every daily session of a meeting of the council or of a committee.

### RECOMMENDATION or DECISION REQUEST

... that the Council Remuneration policy be updated to include the following:

a) That annual remuneration levels for Mayor, Deputy Mayor and Councilor increase, as per the December 2024 report, on April 1<sup>st</sup> of each fiscal year as per the Annual Statistics Canada Consumer Price Index (CPI – All Items) for the Province of Nova Scotia for the preceding calendar year until the 2028 NS Municipal Election.

b) That the West Hants Regional Municipality Expense Policy be revised to reflect the updated meal allowance values noted in the report.

c) That Council continues to extend the defined contribution group pension plan to elected officials with matching funds from the municipal and council member of 8%.

d) That Council implements a parental/dependent care leave policy for elected officials, allowing elected officials to take up to 52 weeks leave without pay.

e) That Council provide up to \$1,500 per year for elected officials and \$750.00 per year for non-elected committee members to support dependent care expenses.

## BACKGROUND

|                                   |                                            |                                      |                                 |                                   |                                                 |
|-----------------------------------|--------------------------------------------|--------------------------------------|---------------------------------|-----------------------------------|-------------------------------------------------|
| Property <input type="checkbox"/> | Public<br>Opinion <input type="checkbox"/> | Environment <input type="checkbox"/> | Social <input type="checkbox"/> | Economic <input type="checkbox"/> | Councillor<br>Activity <input type="checkbox"/> |
|-----------------------------------|--------------------------------------------|--------------------------------------|---------------------------------|-----------------------------------|-------------------------------------------------|

Council remuneration provides an incentive for community members to hold public office and compensation for the time and energy required to fulfill the duties associated with being a member of Council for the Municipality.

The Council Remuneration Policy was established in 2020 for the West Hants Regional Municipality (WHRM) following consolidation and is set to be reviewed prior to the annual elections taking place in October of 2024. In alignment with the Municipal Government Act (MGA), the outgoing council must determine the remuneration for the incoming council.

Through the Association of Municipal Administrators (AMANS), remuneration data is gathered annually through surveys, and shared with participating municipalities to review and incorporate into their updated remuneration policies to ensure we are compensating our councillors equitably across the province.

## DISCUSSION

This report was prepared to review remuneration of Councillors and Mayor of the West Hants Regional Municipality.

Determining the correct remuneration for elected officials of a Municipality is the independent responsibility of the municipal unit. Common community comparisons often include the range of services provided by the municipality, the geographic area serviced, number of residents per district and unit wide, uniform assessment, then number of committees requiring council appointments and direct comparisons to other Towns, Rurals or Regional municipal units. It should be highlighted that Council remuneration adjustments should factor in that regional municipalities truly encompass both rural and town related governance and policy. There are

distinct jurisdictional differences between town and rural community as it relates to municipal service provisions, policy, fiscal responsibilities, planning and land use regulations, municipal infrastructure and the degree of Provincial and Federal collaboration or advocacy depending on the environmental characteristics of the municipal, community. Regional Council agendas very often have items that might otherwise appear singularly on a Town or Rural municipal agenda. Remuneration should be reflective of both the complexity and range of subject matters as well as the time required to perform governance duties.

Over the past 4 years, the Province of NS has experienced numerous socioeconomic and environmental shifts that have led to additional time requirements to the role of our elected officials within the West Hants Regional Municipality and the Province. The accountability, transparency, and number of contacts for councilors has been increased significantly through the expansion of electronic and social media activity. Whether residents live in an urban area or in a very rural community, they expect their Councilor to be accessible, well-informed, dedicated to the task and vocal in the decisions made at the Council table.

With the growing demands required from our elected officials, work-life balance, and time management may become challenging for some who have additional commitments and responsibilities outside of council (i.e. families, less flexible and/or full-time jobs, additional financial burdens, etc.). Ongoing council remuneration review is necessary to ensure that remuneration accurately reflects the time that is necessary to meet the requirements of the position.

Council remuneration alone may not impact the participation of more diverse elected representatives on the WHRM Council, but it is important to review the remuneration policy periodically and see if changes should be made to one or more elements of the policy to improve the potential to attract more diverse voices to Council, and to ensure the different communities within the Municipality have strong representation. Additional items that could be considered in an effort to attract more diverse candidates include additional health and dental benefits, reviewing the time of day that council and committee of the whole meetings take place and the duration of meetings.

Below you will find an overview of the previous five (5) years of council remuneration for the elected officials of the West Hants Regional Municipality:

#### **WHRM Council Remuneration Over the Past Five Years**

|                     | <b>2020/21</b> | <b>2021/22</b> | <b>2022/23</b> | <b>2023/24</b> | <b>2024/25</b> |
|---------------------|----------------|----------------|----------------|----------------|----------------|
| <b>Mayor</b>        | \$ 53,000      | \$ 53,954.00   | \$ 58,029.38   | \$ 58,740.26   | \$ 60,502.43   |
| <b>Deputy Mayor</b> | \$ 27,950      | \$ 28,453.10   | \$ 30,074.93   | \$ 30,977.18   | \$ 31,906.49   |
| <b>Councillor</b>   | \$ 26,500      | \$ 26,977.00   | \$ 28,514.69   | \$ 29,370.13   | \$ 30,251.21   |

The typical increases each year over this period have ranged from 1.8% to 5.7%, very similar to CPI increases. Note that 2022/23\* stands out as having an increase of 5.7%. This change occurred in response to the impacts Covid-19 had on the Consumer Price Index.

In addition to the above salaries, in 2022/23, pension contributions were increased from 6% to 7% for members of Council, and in 2024/25, pension contributions were increased again from 7% to 8%.

### Compiling Information about Remuneration, Pension and Benefits

The foundation for collecting the data with respect to reviewing WHRM Council remuneration and benefits is through AMANS, as well as engaging with the below municipalities to gain further insight into their benefits and remuneration for their elected officials to ensure that the data being presented is consistent with what is being offered by other regions as well. Below is a table outlining the details of these findings. For the purpose of this report, we have reviewed council remuneration for like-sized communities' geography and urban/rural mix.

**Table A: Remuneration Comparison 2023/24**

|                                               | Municipality                                   | Population<br>(2021<br>census) | Mayor Salary       | Deputy Mayor<br>Salary | Councilor Salary   |
|-----------------------------------------------|------------------------------------------------|--------------------------------|--------------------|------------------------|--------------------|
|                                               | Region of Queens<br>Municipality               | 10,422                         | \$41,730.00        | \$20,865.00            | \$20,865.00        |
|                                               | Municipality of the<br>County of<br>Cumberland | 30,538                         | \$42,058.00        | \$27,639.00            | \$25,210.00        |
|                                               | Municipality of the<br>District of Yarmouth    | 10,067                         | \$46,814.00        | \$32,361.00            | \$27,867.00        |
|                                               | Town of Truro                                  | 12,954                         | \$53,373.00        | \$33,446.00            | \$29,723.00        |
|                                               | West Hants Regional<br>Municipality            | 19,509                         | \$60,502.43        | \$31,906.49            | \$30,251.21        |
|                                               | Municipality of East<br>Hants                  | 22,892                         | \$64,411.00        | \$41,289.00            | \$33,030.00        |
|                                               | County of Kings                                | 62,914                         | \$85,355.00        | \$56,402.00            | \$47,799.00        |
|                                               | Municipality of the<br>County of Annapolis     | 21,252                         | \$71,342.00        | \$47,319.00            | \$35,671.00        |
|                                               | Cape Breton<br>Regional<br>Municipality        | 93,694                         | \$143,838.24       | \$54,202.40            | \$49,202.40        |
|                                               | Halifax Regional<br>Municipality               | 439,819                        | \$176,033.75       | \$93,988.33            | \$82,652.64        |
| <b>TOTAL<br/>(excluding<br/>CBRM and HRM)</b> |                                                | 190,548                        | \$465,585.43       | \$291,227.49           | \$250,416.21       |
| <b>AVERAGE</b>                                |                                                | <b>27,221</b>                  | <b>\$66,512.20</b> | <b>\$41,603.93</b>     | <b>\$35,773.74</b> |
| <b>WHRM/Average</b>                           |                                                | <b>72%</b>                     | <b>91%</b>         | <b>77%</b>             | <b>85%</b>         |

Population Data Source: <https://www12.statcan.gc.ca/census-recensement/2021/dp-pd/prof/details/page.cfm?Lang=E&SearchText=West%20Hants&DGUIDlist=2021A00051208003&GENDERlist=1,2,3&STATISTIClist=1,4&HEADERlist=0>

**Table B: Benefits Comparison**

| <b>Municipality</b>                      | <b>Health &amp; Dental Benefits</b> | <b>Pension Plan</b>                           | <b>Travel and Meeting Expense</b>                                                                                                                                    | <b>Parental /Dependent Leave</b> | <b>Adjustment Mechanism</b>                                                                                            |
|------------------------------------------|-------------------------------------|-----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|------------------------------------------------------------------------------------------------------------------------|
| Region of Queens Municipality            | No                                  | No                                            | Yes, reimbursement for travel outside of their electoral district (provincial rate). Meals reimbursed at cost, with detailed receipt and CAO approval.               | Yes,                             | Cumulative percentage of the average salary increase of all employees over the prior 4 years OR CPI, whichever is less |
| Municipality of the County of Cumberland | No                                  | Yes, 6.5% - 9% depending on length of service | Yes, km reimbursement (provincial rate). Breakfast \$20, Lunch \$20, Dinner \$35.                                                                                    | Yes                              | No                                                                                                                     |
| Municipality of the District of Yarmouth | No                                  | No                                            | Yes, reimbursement for mileage and allowances when travelling outside the municipality for meetings or training.                                                     | No                               | CPI (capped at 3.5%)                                                                                                   |
| Town of Truro                            | Yes                                 | No                                            | Yes, km reimbursement (provincial rate). Breakfast \$15, Lunch \$15, Dinner \$30.                                                                                    | No                               | Aligned with collective agreement, however they have often not taken it.                                               |
| West Hants Regional Municipality         | No                                  | Yes - 8%                                      | Yes, km reimbursement (provincial rate). Breakfast \$17, Lunch \$20, Dinner \$30                                                                                     | No                               | CPI                                                                                                                    |
| Municipality of East Hants               | Yes                                 | No                                            | Yes, travel allowance incorporated into salary based on distance from municipal office. Any additional travel is reimbursed. Breakfast \$18, Lunch\$21, Dinner \$30. | No                               | CPI                                                                                                                    |
| County of Kings                          | Yes                                 | No                                            | Yes, expense reimbursement not to exceed 20% of total remuneration                                                                                                   | Yes                              | CPI                                                                                                                    |
| Municipality of the County of Annapolis  | Yes                                 | Yes                                           | Yes, expense reimbursement.                                                                                                                                          | No reference                     | Aligned with non-union employee increase annually.                                                                     |
| Cape Breton Regional Municipality        | Yes                                 | Yes - 8%                                      | No reference                                                                                                                                                         | No reference                     | Aligned with collective agreement for CBRM union                                                                       |

|                               |     |     |                             |     |                                                                                      |
|-------------------------------|-----|-----|-----------------------------|-----|--------------------------------------------------------------------------------------|
| Halifax Regional Municipality | Yes | Yes | Yes, expense reimbursement. | Yes | Average Industrial Weekly Earning. Not to exceed 4% for councilors, or 2% for Mayor. |
|-------------------------------|-----|-----|-----------------------------|-----|--------------------------------------------------------------------------------------|

**Table C: Meal Allowance Comparison 2023/2024**

| Municipality                     | Incidentals | Breakfast | Lunch   | Dinner  |
|----------------------------------|-------------|-----------|---------|---------|
| West Hants Regional Municipality | \$5         | \$17      | \$20    | \$30    |
| Truro                            | \$17        | \$15      | \$15    | \$30    |
| Cumberland                       |             | \$20      | \$20    | \$35    |
| Kentville                        | \$17.30     | \$17      | \$17.25 | \$45.25 |
| East Hants                       |             | \$18      | \$21    | \$30    |
| Yarmouth County                  | \$10        | \$20      | \$20    | \$35    |
| Town of Yarmouth                 |             | \$15      | \$20    | \$40    |
| County of Antigonish             | \$10        | \$15      | \$20    | \$36    |
| Town of Antigonish               |             | \$8       | \$15    | \$20    |
| Amherst                          |             | \$15      | \$20    | \$30    |
| Victoria County                  | \$10        | \$13      | \$20    | \$30    |
| Inverness County                 |             | \$13      | \$15    | \$20    |
| Town of Lunenburg                | \$15        | \$15      | \$20    | \$35    |

### **Health and Dental Benefits**

From the research gathered included in Table B, there is evidence of increasing interest to offer elected officials the option of joining existing employee health and dental plans, at the same rates and shared costs for employees/employer.

Details on the costs associated with the WHRM benefits are outlined below. The elected official, and the municipality would both contribute the below amounts to be able to participate in the plan depending on the level of coverage chosen.

As of April 1, 2024, the rates are as follows:

| <b>Benefit Type</b>                                            | <b>Single – Monthly Rate</b> | <b>Family – Monthly Rate</b> |
|----------------------------------------------------------------|------------------------------|------------------------------|
| Health                                                         | \$145.84                     | \$378.19                     |
| Dental                                                         | \$35.21                      | \$90.83                      |
| Employee Assistance Program<br>(paid by the Municipality 100%) | \$3.54                       |                              |

To be able to participate in the health and dental benefits plan there are eligibility criteria that would need to be met. Additionally, it would be required that all elected officials must enroll for health & dental benefits however, each could waive participation if they have alternate coverage.

The details of a health and dental plan contribution are a little more difficult to estimate, depending on individual choices and family circumstances, but these plans could be extended to Council as a whole for between \$10,000 and \$50,000 annually, depending on the level of participation.

### **Pension Plan Benefits**

Currently our elected officials have the option to participate in our defined contribution pension plan, at the percentage contribution as employees, which is currently 8%. In some municipalities, council members over the age of eligibility for pension contributions, an equal employer contribution is added to the member's monthly remuneration.

### **Maternity, Parental, Dependent Care Leave**

Since the change in provincial legislation to allow for parental leave for elected municipal officials, some municipalities have implemented policies to support this within their organizations, the majority being without pay but with excused leave. Additionally, some municipalities have incorporated expense reimbursement for dependent care needs into their policies as well. This is primarily in response to reducing barriers for broader attraction of candidates to offer in municipal elections and a larger number of younger candidates elected in recent years seeking this type of support. It would be encouraged to consider expanding this to dependent care leave, to support all family members who may require support during various phases of life.

Dependent Care leave is a topic that has become more available across municipal government, while it is not yet a universal benefit for Nova Scotia municipalities, it is something that should be strongly considered if organizations are attempting to support and attract diverse elected officials.

### **Annual Increase/Adjustment**



Remuneration increases are typically tied to the annual Consumer Price Index for all goods in Nova Scotia. The current policy makes it clear to both current officials and potential election candidates and staff when forecasting and developing annual budgets. For the purpose of the policy and report, an annual increase will be defined to be in alignment with the Annual Statistics Canada Consumer Price Index (CPI – All Items) for the Province of Nova Scotia for the previous calendar year and will be effective April 1 for the preceding calendar years and be applied annually until 2028.

### **Travel and Meeting Expenses**

Expenses are currently part of the Municipal Expense Reimbursement policy; and, have been included in this report for review. Many municipalities have similar policies in place where elected officials and staff are reimbursed for travel requirements while performing the duties of the position. Municipalities have policy statements that provide mileage, meal and other claims for officials to attend Council, Committee of the Whole, Committee, and other formal business meetings both within and outside of the municipal unit. Travel by individual Council members to meet with constituents or other purposes are deemed part of the regular duties as well.

This research did not suggest other approaches. The current values for reimbursements are noted below as well as the suggested changes to the values.

### **NEXT STEPS**

The Council Remuneration Policy and Municipal Expense Reimbursement policy be updated as noted, specifically adjusting the annual stipend (remuneration) of all Council Members, including an annual increase in alignment with the Statistics Canada Consumer Price Index (CPI – All Items) for the Province of Nova Scotia effective April 1 for the preceding calendar years until 2028.

### **FINANCIAL IMPLICATIONS**

The council remuneration and reimbursement values will be increased effective November 1, 2024, and will impact the approved budget for the 2024-2025 fiscal year. Based on the proposed remuneration increases, the estimated impact will be a shortfall of \$43,713. Reimbursement benefit is dependant on the individual, but shortfalls are anticipated with any new reimbursement benefits, such as childcare, and health and dental.

This adjustment will be incorporated into the 2025-2026 budgeting process and adjusted accordingly to include other mandatory contributions (i.e. CPP, etc.).

### **Annual Remuneration**

|  | 2020 Salary as per existing policy | Present, 2024 Salary (after annual CPI adjustments) | Proposed Salary – 2024 – 2028 (10% increase / adjustment proposed for Council member) |
|--|------------------------------------|-----------------------------------------------------|---------------------------------------------------------------------------------------|
|  |                                    |                                                     |                                                                                       |

|              |           |              |                                          |
|--------------|-----------|--------------|------------------------------------------|
| Mayor        | \$ 53,000 | \$ 60,502.43 | \$ 68,752.66                             |
| Deputy Mayor | \$ 27,950 | \$ 31,906.49 | \$ 37,814.03 (~10% more than Councillor) |
| Councillors  | \$ 26,500 | \$ 31,251.21 | \$ 34,376.33 (~50% of Mayor)             |

## 2020

### Remuneration Data

|                          |                   |
|--------------------------|-------------------|
| Mayor                    | \$ 53,000         |
| Deputy Mayor             | \$ 27,950         |
| 10 Councillors @\$26,500 | \$ 265,000        |
| <b>Total Base Pay</b>    | <b>\$ 345,950</b> |

## 2020

### Annual Pension @ 6% (municipality portion)

|                                   |                  |
|-----------------------------------|------------------|
| Mayor                             | \$ 3,180         |
| Deputy Mayor                      | \$ 1,677         |
| 10 Councillors                    | \$ 15,900        |
| <b>Total Pension Contribution</b> | <b>\$ 20,757</b> |

## 2024 - 2028

### Remuneration Recommendation

|                              |                   |
|------------------------------|-------------------|
| Mayor                        | \$ 68,800         |
| Deputy Mayor                 | \$ 37,900         |
| 10 Councillors @\$34,400     | \$ 344,000        |
| <b>Total Yearly Base Pay</b> | <b>\$ 450,700</b> |

## 2024 - 2028

### Annual Pension @ 8% (municipality portion)

|                                          |                  |
|------------------------------------------|------------------|
| Mayor                                    | \$ 5,504         |
| Deputy Mayor                             | \$ 3,032         |
| 10 Councillors                           | \$ 27,520        |
| <b>Total Yearly Pension Contribution</b> | <b>\$ 36,056</b> |

## 2020 Meal Allowance:

|             |      |
|-------------|------|
| Incidentals | \$5  |
| Breakfast   | \$17 |
| Lunch       | \$20 |
| Dinner      | \$30 |

## 2024-2028 Meal Allowance (proposed):

|             |         |
|-------------|---------|
| Incidentals | \$10    |
| Breakfast   | \$20    |
| Lunch       | \$22.50 |
| Dinner      | \$35    |

## ALTERNATIVES

Council may consider:

- Making no changes to Councillor remuneration
- Continue to increase Councillor remuneration solely by CPI
- Change Councillor remuneration by an agreed upon amount
- Consider decreasing the number of Councillors, to increase remuneration to reflect a full-time salary.

## ATTACHMENTS

- Regional Council Remuneration Report dated 28 October 2019
- Draft Policy of Council Remuneration
- Draft Policy of Parental/Dependent Care Leave Policy
- Municipal Expense Reimbursement Policy

Report Prepared by:   
Mark Phillips, Chief Administrative Officer

Report Prepared by: \_\_\_\_\_  
Sarah Taylor, Human Resource Specialist

Report Prepared by: \_\_\_\_\_  
Deanna Snair, Clerk

Report Review by: \_\_\_\_\_  
Carlee Rochon, Director, Financial Services

Report Approved by:   
Mark Phillips, Chief Administrative Officer



**CO-ORDINATING COMMITTEE OF THE REGION OF WINDSOR AND WEST HANTS MUNICIPALITY  
RECOMMENDATION REPORT**

**To:** Members of the Co-ordinating Committee

**Submitted by:** \_\_\_\_\_  
Martin Laycock, Chief Administrative Officer

\_\_\_\_\_  
Todd Richard, Interim Chief Administrative Officer

**Date:** 28 October 2019

**Subject:** Regional Council Remuneration

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**Origin:**

Bill 55 states: Section 10(6) “the Co-ordinator shall, with the assistance of employees of the municipal governments, provide for the first election of the Mayor and councilors of the Regional Municipality.” The Co-ordinator requested staff to provide a report on Regional Council Renumeration for consideration of the Co-ordinating Committee.

**Legislative Authority:**

Bill 55 – Region of Windsor and West Hants Municipality Act:

Section 7(1) states that the Co-ordinating Committee has all the powers of the Council of the Regional Municipality until the Regional Council first takes office under the Act;

Section 7(4) states that the officers and employees of a municipal government shall render assistance and furnish all information and perform all acts as requested by the Co-ordinating Committee;

Section 10(6) see reference above.

**Recommendation:**

It is recommended that **the Co-ordinating Committee approve the remuneration salary ranges for the Mayor at \$48,000 - \$58,000; Deputy Mayor at \$24,000 - \$31,900; and, Councillors at \$24,000 - \$29,000, and that the Co-ordinating Committee establish specific salaries and benefits at a meeting date prior to 31 January 2020.**

**Background:**

The Act to Incorporate the Region of Windsor and West Hants states that elections for the new Regional Municipality must be held the first Saturday in March (07 March 2020). Nomination date deadline by when applicants file their nomination papers is 12 February 2020.

It is anticipated that Campaign Schools will be held in November 2019 and the purpose of the Campaign School is to educate residents that may be interested in running as a candidate for the new Regional Municipality. In all likelihood, potential candidates will want to know more of what the job entails and perhaps what they could expect for compensation.

Determining the level of remuneration is dependent on many factors including the hours of work that can be expected to be put into the job by councillors. While the job is currently not defined as a “full time” job i.e., 8:00am to 4:00pm, it entails many hours of work for an individual who wishes to enter this profession. There is no job description that can fit adequately to describe the role of a councillor and mayor but the MGA defines the roles broadly enough to allow any citizen the opportunity to serve the community.

The task is to provide the Co-ordinating Committee a compensation analysis for review that is equitable given the responsibilities and time commitments but also comparable to compensation offered to other municipalities with similar breadth and scope of work. Remuneration of the new Regional Council can be an exercise on what the burden is on the public purse and in all literature on such compensation it is more about establishing an environment that creates neither incentives or barriers to attracting the widest possible cross section of interested and qualified individuals from the community to serve that very community.

**Discussion:**

In recent years there have been studies and reviews done on Council salaries and there are many approaches that could be taken to conducting such a study. The studies that have been done are reasonably recent and in discussions with the CAOs and staff, all were in agreement that the studies that have already been done represent a significant body of research and work that arrive at very similar

conclusions. It was determined that the best course of action was to review the documents and bring back recommendations for the Co-ordinating Committee's consideration.

Remuneration is a difficult decision for most Councils as it is a self-reflective decision-making process for paying yourselves. The Municipal Government Act (MGA) nevertheless obligates Councils to make these decisions and for that reason, many outgoing Councils usually make such decisions for the new incoming Council. In this case, the Co-ordinating Committee must decide on remuneration for the new Regional Council and the Town of Windsor's compensation level is different than that of West Hants.

Additionally, there are new mitigating factors like the geographic size, population size and complexity of rural and urban mix populations, different needs and different levels of services, that will require skills in managing public expectations and following proper council process.

As noted earlier, several recent compensation studies have been done, and, given the time lines of an upcoming Campaign School and the need to encourage public interest and educate in the role of serving the community, it was felt that a review of the studies now would serve the Co-ordinating Committee better.

Two studies will be the primary source of information and recommendations that will be made in this staff report. The first study was done by Grant Thornton in July 2015 titled "Pictou County Memorandum of Understanding – Council Size Analysis" provided to us courtesy of the Department of Municipal Affairs and attached as Appendix A; the second study was done by ANALYTIC-OR in September 2017 titled "Review of Council Remuneration Municipality of the District of West Hants" provided by West Hants and attached as Appendix B.

These two studies provide very good insight into the responsibilities of councillors, the task at hand, and time commitment to the job. It provides a look into what other similar jurisdictions are compensating for similar work. Given that these documents answer most of the questions that provide a basis for making a decision on compensation levels, staff felt the information within these reports were a fair and good starting point to arrive at recommendations for the new Regional Municipality. The new Regional Council can then assess a year or two into their term whether the compensation is still appropriate or whether a further study needs to be done. It was felt no further expense is necessary given the robustness of these studies.

In addition to the compensation levels, it was also determined that it would be appropriate to look into the eligibility of council members receiving benefits that employees get or an alternative program for Council. We are also looking into eligibility of being signed into the new regional Municipality's pension plan. These are considerations that the Co-ordinating Committee can deliberate at a later date with respect to remuneration particularly as they are offered to some other municipalities in Nova Scotia.

### Base Salary for Mayor and Councillors:

Several sources of information were utilized including the analysis done in the studies commissioned for West Hants and Pictou County in the recent past, and, in reviewing salary information summaries on all of the municipalities, the studies showed a significant degree of congruence amongst all.

A factor not taken into consideration in such undertakings is an in-depth analysis on actual number of hours worked or spent by council members who attend committee meetings, constituency meetings, liaison with staff and community members, distances travelled and the extra time involved for those further away from the centre, etc. While many may take this for granted, the compensation does not always truly represent the level of commitment and time spent on the job.

We undertook a quick survey of data available at AMANS (Association of Municipal Administrators of Nova Scotia) and looked at council remuneration for like- size communities' geography and urban / rural mix. A study undertaken recently by Colchester County was also reviewed. The table below is a summary of Mayors and Councillor salaries. The Deputy Mayor / Warden salaries were left out as they are either a percentage increase on what a councilor earns or an arbitrary figure:

**Table of Comparable Council Salaries in Nova Scotia**

| Municipality                                                                             | Mayor's Compensation | Councillor's Compensation |
|------------------------------------------------------------------------------------------|----------------------|---------------------------|
| Queens Regional                                                                          | \$ 41,730            | \$ 20,865                 |
| Kings County                                                                             | \$ 58,766            | \$ 36,316                 |
| Annapolis County                                                                         | \$ 56,690            | \$ 29,275                 |
| Colchester County                                                                        | \$ 45,500            | \$ 23,700                 |
| Cumberland County                                                                        | \$ 39,036            | \$ 23,237                 |
| Pictou County                                                                            | \$ 49,530            | \$ 18,914                 |
| Yarmouth County                                                                          | \$ 37,300            | \$ 22,203                 |
| West Hants                                                                               | \$ 46,080            | \$ 22,543                 |
| Town of Truro (only Town with significant population similar to our combined population) | \$ 41,038            | \$ 23,691                 |
| AVERAGE                                                                                  | \$ 46,185            | \$ 24,527                 |

While Queens is the only regional municipality of size comparable to Windsor-West Hants, it did not seem appropriate to include salaries of HRM or CBRM as comparables but certainly the salaries of like size municipalities and others are included.

In Colchester's study, the grossed up salaries average for Mayors / Wardens in the County was at \$46,347; while the grossed up salary for councillors was \$25,766.

Dental single: \$ 29.62                  Dental Family: \$ 76.39  
 Health single: \$147.41              Health family: \$350.91  
 EAP                                  \$ 3.15

Pension 6% contribution from council member and 6% from municipal funds (employee plan)

- Blue Cross advised that council members would not be eligible for LTD or life insurance.

Also of note, is that all of these benefits would cease the moment the person is no longer a member of council. No exceptions. For the purpose of understanding approximate costs of providing pension and benefits for the entire council (on the basis that all sign up for it), the figures below represent costs related to single rate only and not family.

|                                     |           |               |
|-------------------------------------|-----------|---------------|
| Dental                              | \$        | 4,265         |
| Health                              | \$        | 21,227        |
| EAP @ \$3.15 per person per month   | \$        | 453           |
| Pension                             | \$        | 22,794        |
| <b>Total Pension &amp; Benefits</b> | <b>\$</b> | <b>48,734</b> |

**Plan B Option:**

**Health Care Spending Account (HSA):** This is an alternative benefits plan and this is offered through Medavie Blue Cross and is a benefit package that allows each member of council to access up to say \$500 for any health care need they may have that year. Blue Cross would charge an administration fee and would disburse funds on a claim basis. This is a 100% municipal funded benefit and the cost would be approximately **\$6,350** if all members of council were signed into it.

**Total Costs for Mayor & Town Council, and, Warden & West Hants Council**

**Current costs for council compensation for Windsor and West Hants:**

Mayor \$32,724 + Deputy Mayor \$21,564 + 3 councillors @ \$18,720 = \$110,448

Warden \$46,080.37 + Deputy Warden \$27,052.32 + 8 Councillors @ \$22,543.49 = \$253,476.69

**Total Cost of salaries for out-going councils = \$363,924.69**

**Preliminary Budget**

**Remuneration Budget for New Regional Council (for budget comparisons only)**

|                                           |           |                |
|-------------------------------------------|-----------|----------------|
| Mayor                                     | \$        | 53,000         |
| Deputy Mayor                              | \$        | 29,150         |
| 10 Councillors @\$26,500                  | \$        | 265,000        |
| <b>Total Base Pay</b>                     | <b>\$</b> | <b>352,150</b> |
| <b>Pension &amp; Benefits Cost Plan A</b> | <b>\$</b> | <b>48,734</b>  |
| <b>Total Compensation using Plan A</b>    | <b>\$</b> | <b>400,884</b> |



|                                           |           |                |
|-------------------------------------------|-----------|----------------|
| <b>Pension &amp; Benefits Cost Plan B</b> | <b>\$</b> | <b>6,350</b>   |
| <b>Total Compensation using Plan B</b>    | <b>\$</b> | <b>358,500</b> |

The remuneration range and the benefits plan options are all matters that can be reviewed in more detail over the upcoming weeks and it is suggested that the Co-ordinating Committee make specific recommendations on the salaries and / or benefits no later than 01 February 2020.

### **Policy Implications:**

While the Region of Windsor and West Hants Municipality Act does not specifically address remuneration for the new Regional Council, Section 375 (3) & (6) of the MGA states that *“the co-ordinator, shall with the assistance of employees of the municipal government, provide for the first election of the mayor and councillors of the regional municipality”* and it also states *“that each council member is entitled to remuneration from the regional municipality from the date that member takes office, except that no member of the council of a municipality who is elected to the council may receive remuneration from the municipality from that date.”*. The Co-ordinating Committee has all the powers of the regional municipality and this task would fall within their purview as it would be unrealistic that potential council candidates should not have this information in a timely manner.

On another policy matter, the Town of Windsor and West Hants have different policies for Deputy Mayor and Deputy Warden appointments, and at this stage, it was felt that a written policy or policies for compensation be left for a later date but that the Co-ordinating Committee address the immediate need to establish an appropriate compensation range or salary for the Mayor and Councillors of the new regional municipality.

### **Alternatives**

1. use the status quo for salaries i.e., either West Hants or the Town of Windsor. This may not be attractive for new and potential candidates for Mayor or Councillor.
2. commission another study through an independent agency. A budget of \$15,000 would also have to be considered for this.
3. accept only the base salary and remove one or all benefits offered

Windsor Regional Municipality

Windsor Regional Municipality

Report Prepared by: \_\_\_\_\_  
Louis Coutinho, Town of Windsor

Report Reviewed by: \_\_\_\_\_  
Mark Phillips, CAO Regional Municipality of Windsor-West Hants

Report Reviewed by: \_\_\_\_\_  
Martin Laycock, CAO West Hants

Report Reviewed by: \_\_\_\_\_  
Todd Richard, Interim CAO Town of Windsor

*COUNCIL REMUNERATION POLICY*

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**1. GENERAL**

- 1.1 This Policy will apply to Mayor, Deputy Mayor, Councillors, and resident members of a committee who were appointed by Council.
- 1.2 In this Policy,
  - (a) “Committee of Council” means a committee formed pursuant to a by-law, policy or resolution of Council.
  - (b) “Council members” means the elected Mayor and Councillors of the Region of Windsor and West Hants Municipality (or name of the Regional Municipality given as per Section 11 of the Region of Windsor and West Hants Municipality Act), effective November 1, 2024, and includes the Deputy Mayor, except where specified.
  - (c) “Municipal or Municipality” means the Region of Windsor and West Hants Municipality (or name of the Regional Municipality given as per Section 11 of the Region of Windsor and West Hants Municipality Act), effective November 1, 2024.

**2. COUNCIL REMUNERATION**

- 2.1 Effective January 1, 2024, the Mayor will be paid \$ 68,752.66 per annum, paid bi-weekly. In addition, the Mayor will have an expense allowance as determined in the annual budget.
- 2.2 Effective January 1, 2024, the Deputy Mayor will be paid \$ 37,814.03 per annum, paid bi-weekly. In addition, the Deputy Mayor will have an expense allowance as determined in the annual budget.
- 2.3 Effective December 1, 2024, Councillors, excluding those appointed as Deputy Mayor, will be paid \$ 34,376.33 per annum bi-weekly. In addition, Councillors will have an expense allowance as determined in the annual budget.
- 2.4 Effective November 1, 2024 Council members have the option to enter into a *Defined Contribution Group Pension Plan* (matching funds of Council members and Municipality at 8%).
- 2.5 The salary of Council members will be adjusted annually by the Statistics Canada Consumer Price Index (CPI) for All-Items for the Province of Nova Scotia for the preceding calendar year.
- 2.6 As provided by the Income Tax Act (Canada), all payments to Council members will be paid as a taxable stipend.
- 2.7 Council members will normally attend all meetings of Council, Committees of Council, and other committees which Council has appointed them as part of their annual remuneration.
- 2.8 Council members may miss up to three (3) Council or Committee of Council meetings for any reason and will be allotted two (2) sick days per year (January to December).

*COUNCIL REMUNERATION POLICY*

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- 2.9 A deduction of \$ 50.00 from the annual remuneration will be incurred for each missed Council or Committee of Council meeting beyond those stated in Section 2.8 of this Policy. This deduction will not be incurred if the absence is due to attendance at another Municipal commitment or bereavement. Absence from consecutive meetings on a single day will be deemed as one (1) absence.
- 2.10 Where a Council member is nominated or appointed by Council to any board or commission or other position or is otherwise appointed as a representative of the Municipality, any remuneration from that position, excluding reimbursement of expenses from committees, to which the member is entitled, will be paid to the Municipality.
- 2.11 Attendance for the purpose of remuneration is tracked by Municipal staff for Committees of Council. Those appointed to other committees should contact the appointed member of Municipal staff to confirm attendance at meetings of those committees.

**3. RESIDENT COMMITTEE MEMBER REMUNERATION**

- 3.1 All resident members appointed to a Committee of Council will be paid a remuneration of \$ 50.00 for attending a meeting.
- 3.2 Attendance for the purpose of remuneration is tracked by Municipal staff for Committees of Council. Those appointed to other committees should contact the appointed member of Municipal staff to confirm attendance at meetings of those committees.
- 3.3 Where a resident member is appointed by Council to any board or commission or other position, or is otherwise appointed as a representative of the Municipality, any remuneration from that position, excluding reimbursement of expenses to which the member is entitled, will be paid to the Municipality.

**4. REPORTING OF EXPENSES**

- 4.1 Quarterly, the remuneration and travel expenses incurred by a Council member will be posted to the Municipal website.

**5. REPEAL**

- 5.1 The Council Remuneration Policy, COGE-004.00, as amended to March 13, 2018 of the former Municipality of the District of West Hants, and the Remuneration of Elected Officials Policy approved July 26, 2016 of the former Town of Windsor are hereby repealed effective April 1, 2020.

**COUNCIL REMUNERATION POLICY**

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I, Rhonda Brown, Municipal Clerk of the Region of Windsor and West Hants Municipality, the Province of Nova Scotia, do hereby certify that this is a true copy of the policy as adopted by the Council of the Region of the Windsor and West Hants Municipality at a meeting duly called and held on the **24<sup>th</sup>** day of **February 2020**.

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Deanna Snair  
Municipal Clerk

|                                                                                                                                                                               |                   |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| <i>Adoption</i>                                                                                                                                                               |                   |
| Notice to Council:                                                                                                                                                            | February 10, 2020 |
| Approval:                                                                                                                                                                     | February 24, 2020 |
| Description: Initial approval of the Council Remuneration Policy, RCOHR-001.00. Approved by the Co-ordinating Committee of the Region of Windsor and West Hants Municipality. |                   |

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## Purpose

This policy establishes the entitlements elected officials, and non-elected committee members have relative to parental/dependent care leave of absence accommodations, financial supports, as well as a fostering a family-supportive environment.

## Scope

This policy applies to elected officials of WHRM who are undertaking Parental Accommodation as defined in s. 3(aya) *Municipal Government Act*.

## Definitions

*Dependent Care Leave is a leave of absence of an elected official to provide care and support to a seriously ill family member (or a person like family).*

*Parental Accommodation means a leave of absence of an elected official due to pregnancy, birth of child, adoption of child, or loss of pregnancy.*

## Policy

### Family-Friendly Workplace

The Municipality shall take measures to be a family-friendly workplace for all members of Council, and committees of council. Without limitation, this will include:

- Promoting and ensuring a culture that supports and encourages families;
- Supporting balance and respecting boundaries between work and family;
- Promoting and providing spaces for breastfeeding;
- Providing space for family care including changing stations in washrooms;
- Embracing parents bringing their infants to Council and Municipal Committee meetings;
- Making flexible working arrangements for families at all stages; and
- Advocating for and accommodating the needs of all families.

### Parental Accommodation Leave of Absence

Any member of Council may take up to 52 consecutive weeks of leave without pay during a pregnancy or leave within one (1) year of a birth or adoption. Per s.17(4)(a) *Municipal Government Act*, a Mayor or Councillor who is absent for 52 or fewer consecutive weeks due to Parental Accommodation during a pregnancy or leave commenced within one (1) year of a birth or adoption may not be disqualified to serve as Mayor or Councillor.

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Leave for Pregnancy Loss

In the case of a pregnancy loss experienced by a member of Council after the 19th week of pregnancy, it shall be the intention of Council to provide a leave of up to 17 weeks. In these cases, leave shall be considered a Parental Accommodation as set out in of this Policy.

Dependent Care Leave

Any member of Council may take up to 28 consecutive weeks without pay for dependent care leave. A Mayor or Councillor who is absence for 28 or fewer weeks due to Dependent Care leave may not be disqualified to service as a Mayor or Councillor.

Principle of Non-Penalty

Any member of Council taking a Parental Accommodation or Dependent Care Leave shall not be penalized in for their absence from Council or Committee meetings.

Notice of Leave

Any Council member planning a Parental Accommodation or Dependent Care Leave shall endeavor to provide four (4) weeks' notice of any leave to the Mayor and Chief Administrative Officer (CAO). A written notice shall include the start date and anticipated end date of the leave.

Determining Responsibilities While on Leave

The member of Council going on leave may determine their level of involvement with council matters during parental leave or dependent care leave. This may include attendance at some Council or Committee meetings, responding to calls or emails, and meeting with constituents.

The member of Council is encouraged to submit a signed written commitment to the Mayor and CAO that includes:

- (1) the processes that will be implemented to ensure that the member of Council's constituents remain represented during parental accommodation leave or dependent/compassionate care leave, which may include another member of Council providing coverage or any other process that the member of Council taking leave determined appropriate; and

- 
- (2) The duties that the member of Council intends to continue to perform during all or part of the parental accommodation leave or compassionate care leave.

A member of Council may revise their written commitment during parental accommodation leave or compassionate care leave by submitting a revised written commitment to the Mayor and CAO.

#### Interim Representation and Continued Service on Committees

Interim representation on committees shall be arranged prior to Parental Accommodation or Dependent/Compassionate Care Leave beginning. The Council member going on leave will determine the need for interim representation on Committees to which they have been appointed. If necessary, the **Nominating Committee** may assist in arranging interim representation on Committees.

The Council member(s) providing interim representation for the member of Council on leave shall also sign the written commitment to confirm their acceptance of responsibilities on behalf of the member taking leave.

Per *s.25(1)(a) Municipal Government Act*, any member of Council who goes on Parental Accommodation may not be removed as a member of committees, commissions, and boards.

#### Financial Support

Elected officials are eligible to receive up to \$1,500 per year (reimbursable) for dependent care expenses.

Non-elected committee members are eligible to receive up to \$750 per year (reimbursable) to support dependent care expenses.

#### **Responsibilities**

Municipal Council will:

- ensure that the Municipality has a comprehensive Parental Accommodation and Dependent Care Support Policy in place; and
- provide for supports for elected officials in a way that is consistent with the Municipal Government Act and this Policy, including accepting additional responsibilities if needed.





**WEST HANTS REGIONAL MUNICIPALITY**  
*DEPENDENT CARE SUPPORT POLICY*

ROCHR-000.00

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The Chief Administrative Officer will:

- administer and implement this Policy; and
- propose amendments to this Policy as needed

DRAFT

*EXPENSE POLICY*

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**1. PURPOSE**

The purpose of this Policy is to provide direction for reimbursement of necessary, actual, and reasonable expenses incurred in the conduct of West Hants Regional Municipality business.

**2. DEFINITIONS**

For the purposes of this Policy, the following definitions are provided:

- a. "CAO" refers to the Chief Administrative Officer of the Municipality.
- b. "Resident Member" refers to committee members who are not members of Council or Municipal employees.
- c. "Collective Agreement" refers to the current written contract of employment, which contains provisions governing the terms and conditions of employment for certain employees.
- d. "Council" means the Council of the Municipality.
- e. "Councillor" refers to a Council member and includes the Mayor and Deputy Mayor, unless otherwise indicated.
- f. "Employee" refers to any person directly employed by the Municipality.
- g. "Municipality" refers to West Hants Regional Municipality.

**3. APPLICATION**

This Policy applies to all councillors, employees, and committee resident members of the Municipality.

Any breach of this Policy will be reviewed and may result in corrective or disciplinary action in accordance with applicable policies.

**4. TRAVEL EXPENSES**

Travel will be planned, with reservations made in advance, to take advantage of early booking discounts, when possible. Prior to booking travel, employees will ensure it is budgeted for and approved.

- Employees will ensure the appropriate approvals are obtained from their Director.
- Directors will ensure the appropriate approvals are obtained from the CAO.

*EXPENSE POLICY*

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- Councillors will ensure the appropriate approvals are obtained from the CAO.

Employees, with consultation from Directors and Department Administration, are responsible to make all travel bookings, including those for hotels and transportation.

- Travel bookings for councillors will be the responsibility of the department in which the travel is related.

**Airfare**

- Employees, councillors, and resident members are required to use the lowest logical airfare.
  - Payments for airline tickets will be made using a Municipal credit card, for the additional travel insurance available for the cancellation of flights, lost baggage, and medical care.
  - Travel points associated with the purchase of tickets will be used by the Municipality to offset future travel costs.

**Lodgings**

- Employees, councillors, and resident members will use the hotel with the lowest reasonable cost, while balancing the proximity to the main conference or meeting location.
  - Personal charges, such as in-room movies or bar fridges, will not be expensed to the Municipality.

**Automobile Use**

- Employees, councillors, and resident members use of a personal automobile for business purposes will be reimbursed for actual vehicle use.
- The authorized mileage allowance rate will be set by the Municipality, yearly, based on the Province of Nova Scotia Mileage Rate.
- Mileage will be calculated based on the Google Map mileage from the starting point to the destination address, using the shortest, logical route. If the employee is not leaving from the Municipal Office, the employee must subtract the total kilometres they would have used going to and from home.
  - The Municipality may set specific mileage for frequently visited locations, such as the local bank branch or post office.
- For more than one employee, councillor, or resident member travelling to a common destination or for travel exceeding 300 kilometres, the most

*EXPENSE POLICY*

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economical and safe means of transportation, as determined by the Director or Manager, will be used (for example, carpooling or car rental).

When travelling on Municipal business additional miscellaneous expenses may be incurred. Items such as ground transportation, laundry and dry cleaning (where the length of stay exceeds three (3) days), parking, tolls, etc., may be eligible for reimbursement.

**5. MEAL ALLOWANCES**

Meal allowances will be paid on a per diem basis, or if applicable, as per the Collective Agreement. The following per diem rates are inclusive of taxes and gratuities.

| <b>Per Diem</b> | <b>Canada (CDN \$)</b> |
|-----------------|------------------------|
| Breakfast       | \$ 17. <sup>00</sup>   |
| Lunch           | \$ 20. <sup>00</sup>   |
| Dinner          | \$ 30. <sup>00</sup>   |
| Incidentals     | \$ 5. <sup>00</sup>    |

**Breakfast**

- The cost of breakfast may be claimed only when the employee has been travelling on Municipal business for more than one (1) hour before the recognized start time for the day's work.

**Lunch**

- The cost of lunch may be claimed only when the employee has been travelling on Municipal business beginning before 12 pm.

**Dinner**

- The cost of the evening meal may be claimed when the employee is not expected to return to their residence before 6:30 pm.

**Incidentals**

- The cost of incidentals will only be claimed when the employee is staying overnight while on Municipal business.
  - Incidentals are for out of pocket expenses that the employee would not have incurred had they not been travelling. These may include using the copier in a business centre, sending mail, etc.

Meal allowance per diems will be reduced for each business conference meal provided, including meals provided by host organizations or other parties.

Specific high cost destinations will be addressed by the CAO on a case-by-case basis and authorized prior to travel.

*EXPENSE POLICY*

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For Municipal business meetings held by Councillors with awareness of staff, the cost of meals provided must be reasonable and a receipt will be provided for reimbursement. **Alcoholic beverages will not be expensed.**

**6. MEETING MEAL ALLOWANCE**

On days where there are scheduled meetings of Council or Committees of Council, employees may choose to stay between closing hours and evening meeting times. Employees are entitled to a meeting meal allowance of \$12.<sup>50</sup> in lieu of mileage.

**7. CONFERENCES/WORKSHOPS/EVENTS**

Employees, councillors, and resident members may claim all registration fees and course enrolment fees as an expense with prior approval.

**8. REIMBURSEMENT**

The Expense Claim Form must be submitted for approval to the CAO or Director within thirty (30) business days.

- Travel expenses incurred in foreign currency, must be converted by the traveler to equivalent Canadian dollars on the rate charged on the credit card or Bank of Canada exchange rates on the day of the transactions.
- When out-of-pocket expenses are anticipated to exceed \$200, an advance amount to 75% of the costs may be paid to the individual if deemed necessary by the CAO or Director.

All expenses incurred by Council and the CAO will be posted on the Municipal website for public information, quarterly.

**9. REVIEW**

In accordance with *Municipal Government Act, Section 23(7)* by the January 31<sup>st</sup> immediately following a regular election held under the *Municipal Elections Act*, Council will review the Expense Policy and following a motion by Council, either re-adopt the Policy or amend the Policy and adopt as amended.

**10. REPEAL**

The Travel Expense Policy dated November 1, 2016 of the former Town of Windsor is hereby repealed.

*EXPENSE POLICY*

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I, Rhonda Brown, Municipal Clerk of the West Hants Regional Municipality, the Province of Nova Scotia, do hereby certify that this is a true copy of the Policy as adopted by the Council of the West Hants Regional Municipality at a meeting duly called and held on the **26<sup>th</sup>** day of **May, 2020**.



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R.N. Brown  
Municipal Clerk

| <i>Adoption</i>                                                       |              |
|-----------------------------------------------------------------------|--------------|
| <i>Notice to Council:</i>                                             | May 12, 2020 |
| <i>Approval:</i>                                                      | May 26, 2020 |
| <i>Description:</i> Initial approval of Expense Policy, RCOFN-006.00. |              |