

**HALIFAX REGIONAL MUNICIPALITY
ADMINISTRATIVE ORDER NUMBER 17
RESPECTING REMUNERATION FOR MEMBERS OF COUNCIL**

BE IT RESOLVED as an Administrative Order of the Council of the Halifax Regional Municipality as follows:

SHORT TITLE

1. The Administrative Order may be cited as Administrative Order Number 17, the *Council Member Remuneration Administrative Order*.

INTERPRETATION

1A. In this Administrative Order,

(a) "Average Industrial Weekly Earnings" means the Annual Weekly Earnings for all industries reported by Statistics Canada in October of the current calendar year, for the twelve (12) month period running from September 1st of the previous calendar year to September 1st of the current calendar year;

(b) "HRM" means the Halifax Regional Municipality; and

(c) "Member" means a member of Council.

REMUNERATION

2. (1) The annual remuneration to be paid to the Members, effective November 1, 2016, is as follows:

(a) to the Mayor, one hundred and seventy six thousand, thirty three dollars and seventy five cents (\$176,033.75);

(b) to the Deputy Mayor, ninety three thousand, nine hundred and eighty eight dollars and thirty three cents (\$93,988.33); and

(c) to the Councillors, eighty two thousand, six hundred and fifty two dollars and sixty four cents (\$82,652.64).

(2) Repealed.

2A. Repealed.

2B. Repealed.

2C. Repealed.

2CA. (1) Effective on November 1st, 2017 and in each November 1st up to and including November 1st, 2022, the annual remuneration to be paid to a Member shall be increased by the average increase in the Average Industrial Weekly Earnings excluding unclassified businesses for the Province of Nova Scotia.

(2) If there is no increase in the Average Industrial Weekly Earnings, there shall be no increase in the annual remuneration to be paid to a Member for that year.

(3) Effective on November 1, 2023, the annual increase in remuneration paid to a Member shall not exceed the lesser of:

(a) the increase in the Annual Industrial Weekly Earnings excluding unclassified businesses for Canada; and

(b) four percent (4%)

2CB. Notwithstanding section 2CA, there shall be no increase November 1st, 2020 and November 1st, 2021 to the annual remuneration to be paid to Members.

2D. (1) A Member may join the current Non-Union Flex Benefit Plan and may participate in the HRM Pension Plan.

(2) A Member who joins the Non-Union Flex Benefit Plan or who participates in the HRM Pension Plan, shall be subject to the same eligibility rules, limitations, or restrictions as a Non-Union Flex Benefit Plan Member or a Non-Union member of the HRM Pension Plan.

(3) A Member who is unable to participate in the HRM Pension Plan may elect to participate in the Supplemental Executive Retirement Plan of the HRM.

(4) If a Member makes an election under subsection 3, the Member and the HRM shall make contributions to the Supplemental Executive Retirement Plan equivalent to the contributions the Member and the HRM would have contributed to the HRM Pension Plan if the Member had been able to participate.

2E. A Member and his or her dependants may access the confidential Employee and Family Assistance Program.

REMUNERATION FROM APPOINTED POSITIONS

3. Where a Member is nominated or appointed by the Council to a board, commission or other position or is otherwise appointed as a representative of the Halifax Regional Municipality, any remuneration from that position, excluding reimbursement of expenses, to which that Member is entitled shall be paid to the Halifax Regional Municipality.

4. Members shall be reimbursed for expenses incurred as a Member as set out in "Schedule A" to this Administrative Order.

5. Where not provided for in "Schedule A", Members shall be reimbursed for expenses incurred as a Member in the same manner and to the same extent as employees of the Municipality on filing written proof that the expenses have actually been incurred.

Done and passed in Council this 15th day of January A.D. 2002

Mayor

Municipal Clerk

Schedule A

ELECTED OFFICIALS EXPENSE REIMBURSEMENT POLICY

Purpose

1. Halifax Regional Municipality identifies responsible administration as a priority, including being financially prepared. This means finances are managed to support growth and deliver quality municipal services. In keeping with responsible administration, the purpose of this Policy is to establish a process and parameters for reimbursing elected officials for reasonable expenses incurred while performing their official duties for Halifax Regional Municipality (the Municipality).

Objectives

2. The objectives of this Policy are:

(1) To establish a process for elected officials to be repaid for allowable, legitimate expenses incurred in the performance of their official duties.

(2) To provide an accountability framework to guide the effective oversight of public resources, including rules for the approval, reimbursement, payment, and disclosure of travel expenses, hospitality expenses, and other municipal business-related expenses.

(3) To ensure fair and reasonable practices are in place to demonstrate incurred expenses are necessary and cost effective.

(4) To provide a means for evaluating whether the Policy is effectively ensuring that public funds are being used appropriately.

(5) To comply with the Halifax Regional Municipality Charter, Section 20(3), which requires a policy for reimbursement of a reportable municipal expense incurred by the Mayor or Councillors while performing their official duties.

Scope

3. This Policy applies to the Mayor and Councillors of Halifax Regional Municipality. Claims will not be accepted from individuals who are not elected officials of the Municipality. Where this Policy conflicts with any other municipal policy, this Policy shall take precedence for elected officials unless otherwise noted.

Definitions

4. In the context of this document:

(1) Elected Official: The Mayor and Councillors of Halifax Regional Municipality as elected by the residents of the Municipality.

(2) Allowances: Any periodic or lump-sum amount paid to an elected official to help cover anticipated work-related expenses without requiring detailed receipts for tax purposes.

(3) Municipal Expense: Authorized business-related expenses incurred by an elected official in the performance of their official duties, such as travel, hospitality, or professional development.

(4) Reimbursement: The process of repaying elected officials for authorized business-related expenses paid with their own money while carrying out their official duties. Detailed receipts are required to support reimbursement claims.

(5) Hospitality: Expenses incurred while hosting individuals or groups for reasons of diplomacy, protocol, business development, or promotional advocacy, including receptions, ceremonies, or conferences.

Roles and Responsibilities

5.

Elected Officials:

- (1) Ensuring they are informed and understand this Policy.
- (2) Exercising integrity and financial responsibility when planning and deciding to incur an expense.
- (3) Completing required reimbursement forms accurately and submitting them promptly.
- (4) Providing appropriate documentation to support reimbursement requests.
- (5) Submitting all claims within one month of incurring the expense.

Chief Financial Officer:

- (1) Reviewing submitted expense claims to ensure compliance with this Policy.
- (2) Validating that expenses are necessary, reasonable, and cost-effective.
- (3) Approving or rejecting claims based on compliance with this Policy.

Finance:

- (1) Reviewing and processing approved claims in a timely manner.
- (2) Contacting elected officials for clarification if claims do not comply with this Policy or if supporting documentation is missing.
- (3) Reporting expenses for transparency and accountability purposes.

Policy Regulations

6.

General Expense Regulations:

- (1) All expenses are subject to disclosure under the Freedom of Information and Protection of Privacy legislation.
- (2) All claims must be supported by detailed receipts, unless claiming per diem amounts.
- (3) Municipal funds may only be used for expenses directly related to the performance of official duties.

Travel Expenses

Local Travel: Travel within Halifax Regional Municipality for municipal business is reimbursable based on kilometrage rates consistent with the Province of Nova Scotia's Travel Policy.

Kilometrage Rates:

- From the effective date of this Policy, kilometrage reimbursement rates will follow the Regular Rates presented by the Province of Nova Scotia's Travel Policy, Kilometrage, and Transportation Allowance Rates sheet; updated on April 1 of each year.
- Effective rates for fiscal 2024-25:
 - 0-20,000 km: \$0.5838/km
 - 20,000.1+ km: \$0.5153/km

Requirements:

- Individuals using their personal vehicle for municipal business will be reimbursed the applicable kilometrage rate. Reimbursement is calculated based on the lesser of the distance from their residence or their designated office to the business location.
- Detailed records, including the purpose of the travel, destination, kilometers traveled, and dates, must be provided.

Taxable Benefit for Local Travel:

- Kilometrage for trips between an elected official's residence to and from City Hall is considered a taxable benefit by the Canada Revenue Agency (CRA).
- Councillors are required to track their kilometrage for these trips and submit detailed records to Payroll if they wish to claim these trips. This ensures the taxable benefit is properly calculated and reported in compliance with CRA regulations.

Out-of-Town Travel: Travel costs incurred for municipal business outside of Halifax Regional Municipality will be reimbursed for reasonable expenses, including transportation, accommodations, and meals.

Details and Guidelines:

- Transportation:
 - Airfare must be booked in economy class unless otherwise justified for medical or business reasons.
 - Rental cars must be justified as more economical compared to public transit, and the smallest practical vehicle should be rented.
 - Public transit and taxi fares are reimbursable where justified.
 - Personal vehicle use is reimbursed as per kilometrage rates, with records provided.
- Accommodations:
 - Reimbursement is based on standard room rates at hotels offering government or corporate rates.
 - Upgrades or additional costs for accompanying persons are not covered.
 - Detailed receipts must be submitted.
- Incidental Expenses:
 - An incidental per diem of \$10 per day may be claimed for minor expenses such as

- gratuities or personal calls.
- Receipts are not required for incidental claims within the per diem.
- Documentation:
 - All claims must include itemized receipts for transportation, accommodations, meals (if above per diem), and any other reimbursed expenses.
 - A clear business purpose must be included for all travel expenses.

Meals:

- Per Diem (no receipts required):
 - Breakfast: \$15
 - Lunch: \$17
 - Dinner: \$31
 - Daily Total: \$63 (inclusive of gratuities and taxes)
- Reimbursement in excess of daily maximums will only be approved if the actual expenses are reasonable, necessary, and supported by detailed receipts.

Hospitality Expenses:

- Hospitality expenses must be directly related to municipal business and approved in advance where possible.
- Eligible hospitality expenses include meals, beverages (non-alcoholic), and event-related costs such as location or equipment rentals.

Non-Allowable Items:

- Personal expenses unrelated to municipal business, such as clothing, personal effects, and alcohol (unless part of approved hospitality).

Reporting and Accountability

7.

- All expense claims will be publicly disclosed on a quarterly basis for transparency.
- Suspected misuse of public funds must be reported to the Auditor General.

Review and Amendments

- 8.** This Policy will be reviewed annually to ensure it remains relevant and effective.

Note: Effective April 1, 2025, and every April 1 thereafter, per diem rates will be adjusted based on the Nova Scotia Consumer Price Index (CPI) to reflect inflation, while kilometrage rates will continue to align with the Province of Nova Scotia's *Travel Policy, Kilometrage and Transportation Allowance Rates* sheet.

Amendment No. 1

Subsection (1) of Section 2 amended
Addition of Section 4

Notice of Motion:

December 18, 2001

Approved:

January 15, 2002

Effective Date:April 1, 2001

Amendment No. 2

Section 2A addition
Amending Section 4

Notice of Motion:

April 20, 2004

Approved:

April 27, 2004

Effective Date:April 27, 2004

Amendment No. 3

Section 2 amendments

Notice of Motion:

November 2, 2010

Approval:November 16, 2010

Amendment No. 4**Notice of Motion:**

October 28, 2014

Approval:November 18, 2014

Amendment No. 5**Notice of Motion:**

August 1, 2017

Approval:August 15, 2017

Amendment No. 6

Section 2CB addition

Notice of Motion:

June 9, 2020

Approval:June 23, 2020

Amendment No. 7

Amended Section 2CB

Notice of Motion:

August 17, 2021

Approval:August 31, 2021

Amendment No. 8

Amended Clause 1A(a), subsection 2CA(1)
Added subsection 2CA(3)

Notice of Motion:

December 12, 2023

Approval:January 9, 2024

Amendment No. 9

Amended section 2CA, 4
Added section 5, Schedule A

Notice of Motion:

January 28, 2025

Approval:April 29, 2025
