

North West Planning Advisory Committee
January 4, 2012

TO: Chair and Members of the North West Planning Advisory Committee

SUBMITTED BY:



Cathy Mellett, Municipal Clerk

DATE: December 12, 2011

SUBJECT: Travel Remuneration

INFORMATION REPORT

ORIGIN

The question of remuneration to Committee members for travel to and from meetings was raised following the December 7, 2011 North West Planning Advisory Committee meeting.

BACKGROUND

The Terms of Reference of the North West Planning Advisory Committee contain the following section on Remuneration:

Remuneration shall be paid related to travel for attendance at meeting at rates established by Halifax Regional Municipality.

DISCUSSION

North West Planning Advisory Committee members may claim for mileage reimbursement for a round trip from their home address to a Committee meeting. The Local Travel Expense Reimbursement Form (Attachment 1) would be completed by individual Committee members and submitted to the Office of the Municipal Clerk, through the PAC Coordinator, for reimbursement through the HRM Expense Reimbursement Policy (Attachment 2).

The cost for reimbursement of Committee members would be less than \$1000 annually and can be accommodated within the approved 2011/2012 operating budget for the Office of the Municipal Clerk. Any further costs would be handled administratively between Planning & Infrastructure and the Office of the Municipal Clerk.

BUDGET IMPLICATIONS

There are no budget implications.

FINANCIAL MANAGEMENT POLICIES / BUSINESS PLAN

This report complies with the Municipality's Multi-Year Financial Strategy, the approved Operating, Project and Reserve budgets, policies and procedures regarding withdrawals from the utilization of Project and Operating reserves, as well as any relevant legislation.

COMMUNITY ENGAGEMENT

The North West Planning Advisory Committee is comprised of eight citizens members (two from each Districts 19, 20, 21 and one each from portions of Districts 2 & 23), as well as two North West Community Council members.

North West Planning Advisory Committee meetings are held once a month, alternating between the communities of Sackville and Bedford, and are open to the public. Agendas, reports, and minutes from these meetings are posted online.

ATTACHMENTS

1. HRM Expense Reimbursement Policy
2. Local Travel Expense Reimbursement Form
3. North West Planning Advisory Committee Terms of Reference

A copy of this report can be obtained online at <http://www.halifax.ca/commcoun/cc.html> then choose the appropriate Community Council and meeting date, or by contacting the Office of the Municipal Clerk at 490-4210, or Fax 490-4208.

Report Prepared by: Jennifer Weagle, Legislative Assistant, 490-6517



Employment Expense Reimbursement Policy

Employment Expense Reimbursement Policy

1. Policy Statement

To balance fiscal accountability, internal controls and prudence in the conduct of municipal activities with administrative ease, convenience and equitable treatment for employees and elected officials incurring employment expenses in conjunction with carrying out their responsibilities. Reimbursement of reasonable expenses incurred while traveling on HRM's business do not constitute income or other compensation that would open the way for personal gain.

2. Policy Objectives

Proper implementation of this policy will achieve the following objectives:

- 2.1 Educate those who travel on the HRM's business or incur employment expenses, so that they clearly understand the municipality's cost control and reporting objectives and how they can help to achieve these objectives;
- 2.2 Provide a means to evaluate the effectiveness of the policy;
- 2.3 Provide accountability/structure to protect from allegations of improper use;
- 2.4 Provide for periodic review.

3. Roles/Responsibility/Authority

This policy derives its authority from the Municipal Government Act (MGA). Upon being approved, this policy replaces previous Local and Out of Town Travel Policies. This policy will take precedence over any existing Business Unit policies. However, any travel allowance provisions entrenched in a collective agreement to which the HRM is a party shall supercede the relevant provisions found herein.

- 3.1 **Members of Council, CAO, DCAO, Directors, Staff** are responsible to ensure they are informed of this policy and its contents and are to complete required forms as appropriate and to obtain approval of expenses by normal chain of authorization. A claimant may not authorize his/her own claims;
- 3.2 **Managers/Supervisors** (person authorizing a travel claim) are responsible to ensure:
 - 3.2.1 the travel/expenses were approved
 - 3.2.2 they comply with policy
 - 3.2.3 appropriately detailed receipts are provided when required;
- 3.3 **Claimants** are responsible to complete required forms as necessary, attach receipts, and file expense claims within the stated time periods;
- 3.4 **Financial Services** will **review and process the submitted documents** in a timely manner. If claims do not comply with this policy or if supporting documents are missing, Financial Services will follow-up with the person who submitted the claim, and, if necessary, that employee's supervisor who authorized the claim. Finance will make the necessary HST/GST calculations. Financial Services also has the authority to correct general ledger accounts of expenses claimed to facilitate appropriate monitoring and reporting of expenses. The level of detail must be such that anyone looking at the transactions, such as auditors or members of the public, under Part XX of MGA, Freedom of Information and Protection of Privacy, should be able to understand the purpose of the expenditures.

Any irregular use in the expense claim submitted by an employee, or any other misuse or misappropriation of public funds, will result in disciplinary or legal action. Any suspected irregular use of public funds should be brought to the attention of the Business Systems and Control Group. (See Illegal & Irregular Conduct Policy)

Employment Expense Reimbursement Policy

4 POLICY DIRECTIVES / PROCEDURES

4.1 Employee Expenses are subject to the provisions of Part XX of MGA, Freedom of Information and Protection of Privacy, and as such, local travel, employment expenses must be claimed through Accounts Payable for tracking purposes.

NOTE: Out of Town Travel expenses (hotel, airfare, etc) may be paid with HRM Procurement Cards, provided that an Out of Town Travel form is submitted for the travel, referencing the out of town travel expenses charged to the HRM Procurement Card. **This expanded use of the HRM Procurement Card is a temporary measure (not to extend beyond March 31/08) while HRM Finance explores options of implementation of a Travel Card system.**

- 4.1.1 Separate forms must be completed for the nature of your expenses. Local and Out of Town expenses, for example, cannot be processed on one form, due to tracking, disclosure and HST issues; See Appendix A & B for details.
- 4.1.2 Expenses must be processed through appropriate general ledger accounts, such as travel, conferences, training, etc., to ensure HRM maintains complete and accurate records of employee travel and expenses for reporting and disclosure under Part XX of MGA, Freedom of Information and Protection of Privacy and for reporting to Council; example
 - 4.1.2.1 # 6903 Local Travel (km, bridge, taxi, etc)
 - 4.1.2.2 # 6904 Out of Town Travel (Travel outside Halifax Regional Municipality)
 - 4.1.2.3 # 6902 Conference Registration Fees
 - 4.1.2.4 # 6905 Training/Education costs (registration to a training course, University), Financial Services also has the authority to correct general ledger account allocation of expenses claimed to facilitate appropriate monitoring and reporting of expenses.
- 4.1.3 Forms must be submitted within two months of return from travel and include all expenses related to the travel, including travel advances, amounts claimed for reimbursement as well as charges made direct to HRM accounts. (E.g. airline tickets charged directly through to HRM by the travel agent should be included on the expense account form in the appropriate column).
- 4.1.4 The business unit must validate and authorize the travel claim prior to submitting it to Finance ensuring that expenditures are reasonable and supported by appropriate detailed receipts where required.
- 4.1.5 Complete "Out of Town Expense Forms" must be submitted for all Out of Town Travel, even when the travel is paid in full or in part by a third party.
- 4.1.6 **Local Travel (Travel within Halifax Regional Municipality) appendix A**
Out of Town (Travel outside Halifax Regional Municipality) appendix B

Employment Expense Reimbursement Policy

Appendix A Local Expenses								
Topic	Details	Requirements						
Personal Vehicles	<p>Mileage Rates: Effective August 1/07:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 70%;">0 - 16,000 km</td> <td style="text-align: right;">\$0.46/km</td> </tr> <tr> <td>16,000.1 - 24,000 km</td> <td style="text-align: right;">\$0.42/km</td> </tr> <tr> <td>24,000.1 +</td> <td style="text-align: right;">\$0.34/km</td> </tr> </table> <p>Monthly Allowance Rates: \$0.19/km local \$0.46/km out of town</p> <p>Where an individual uses his/her <u>own car</u> for business travel, the current applicable kilometrage rate for the use of private automobiles on HRM business will be reimbursed</p> <p>When traveling in groups, HRM employees are strongly encouraged to car-pool;</p>	0 - 16,000 km	\$0.46/km	16,000.1 - 24,000 km	\$0.42/km	24,000.1 +	\$0.34/km	<p>While operating a private automobile on HRM business, the individual is responsible for all vehicular costs, for example, repairs, fines, etc.</p> <p>Mileage will be reimbursed from the regular place of work, or from the employees residence, whichever is less;</p> <p>The purpose of the travel, destination, kilometers and dates must be recorded on the form;</p> <p>Individuals are responsible for insuring their automobiles (at owner's expense) for not less than \$1,000,000 against third party liability for bodily injury and property damage (see appendix C for further information on insurance if you are receiving monthly allowance);</p> <p>It is the responsibility of each employee to keep detailed records of their claims and to track their km usage/rate reimbursement</p> <p>Procurement Card Usage? NO</p>
0 - 16,000 km	\$0.46/km							
16,000.1 - 24,000 km	\$0.42/km							
24,000.1 +	\$0.34/km							
Taxi		<p>Taxi chits may be used if claimant is not able to use his/ her own vehicle. Individuals who use taxi chits must sign the chits and write their cost centre number on the back, and fill in the "to and from" locations, and date</p> <p>Procurement Card Usage? NO</p>						
Bridge/Ferry	<p>No installation of HRM paid MacPass on personal vehicles. No receipts given, claim costs to travel bridge/ferry</p>	<p>No receipts are given for crossing bridge/ferry. Claim costs incurred</p> <p>Procurement Card Usage? NO</p>						

APPROVED
March 25, 2010

Terms of Reference

North West Planning Advisory Committee

Serving Polling Districts 19, 20 & 21 and the portion of
Districts 2 & 23 (map attached) incorporated into the North West Community Council

Membership

- ▶ 2 Community Council members
- ▶ 8 community citizens - 2 from Districts 19, 20 & 21 and 1 from the portion of Districts 2 & 23 (map attached)

Appointment

- ▶ Term
 - Councillor - 1 year
 - Residents - January, 2007
- ▶ Appointments shall be made by the North West Community Council.
- ▶ The committee shall annually elect from its non-council members a Chair and Vice-Chair.

Re-appointment

- ▶ Citizen members may be appointed for a maximum of two (2) consecutive terms.
- ▶ Citizen members may be appointed for more than two (2) consecutive terms when there are no other interested and qualified candidates.

Responsibilities

- ▶ Advise the Community Council with respect to all rezoning, land use by-law amendments and development agreement applications within or affecting Polling Districts 19, 20, 21 and the portion of Districts 2 & 23 incorporated into the North West Community Council.
- ▶ Advise Halifax Regional Council, via Community Council, concerning municipal planning strategy amendments within or affecting Polling Districts 19, 20, 21 and the portion of Districts 2 & 23 incorporated into the North West Community Council.

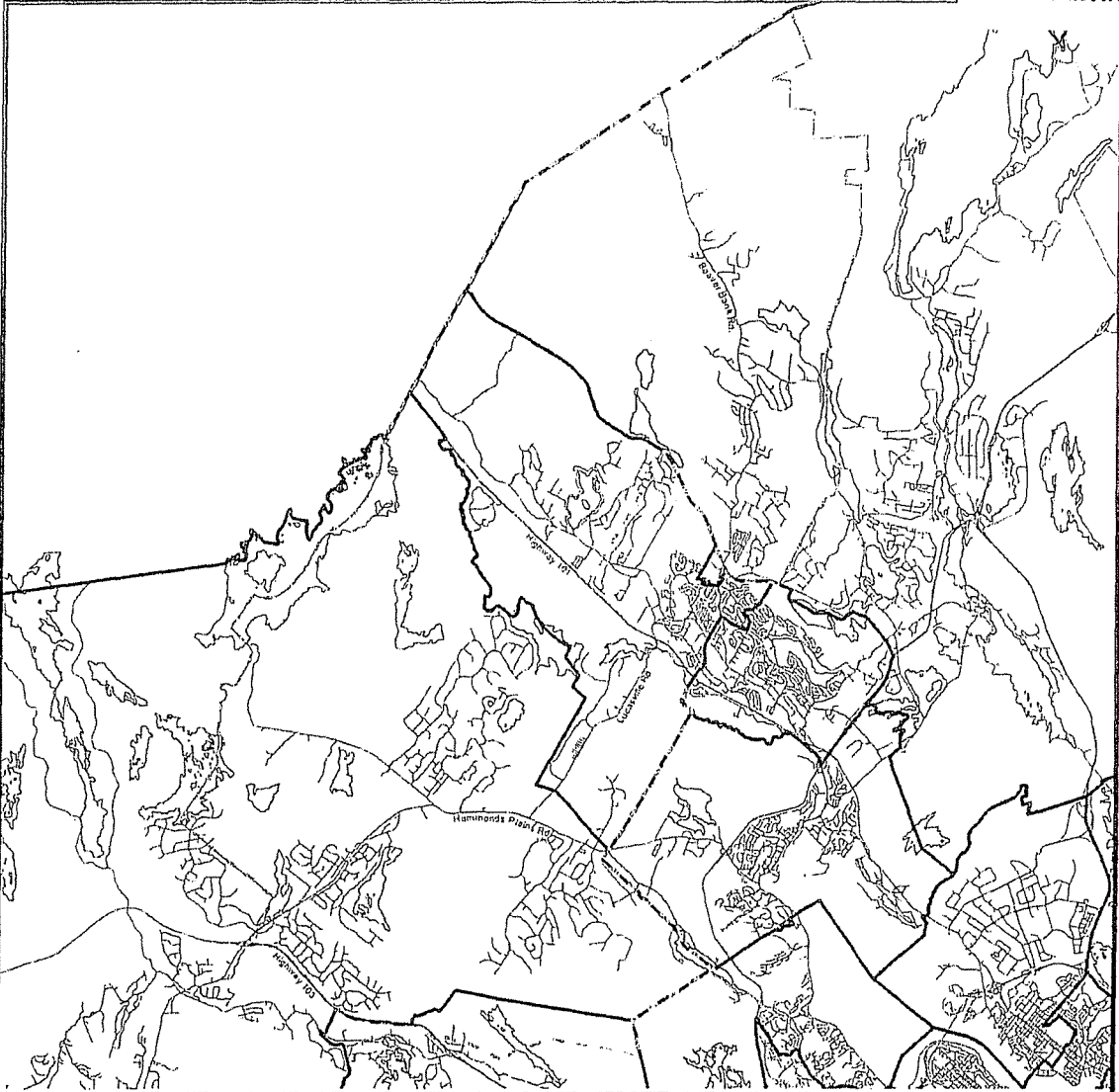
- ▶ Advise Community Council with respect to other planning issues within or affecting Polling Districts 19, 20, 21 and the portion of Districts 2 & 23 incorporated into the North West Community Council.
- ▶ Hold public meetings associated with plan amendments as deemed necessary.

Meetings




- ▶ The Planning Advisory Committee shall, except for any summer recess, meet at least once per month; additional meetings may be held as required or called by the Chair.
- ▶ Meetings shall be held on the 1st Wednesday of each month.
- ▶ The quorum for regular meetings shall be five (5) members.
- ▶ Members shall advise the PAC Coordinator by 12 noon on the day of a regular meeting if they are unable to attend the meeting.
- ▶ Any member of the committee who fails to attend three (3) consecutive meetings, without good reason accepted by the Chair, may be dismissed by Community Council.
- ▶ All Planning Advisory Committee meetings shall be open to the public, or as allowed under Part VII Section 218 (1) of the Halifax Regional Municipality Charter
- ▶ The Planning Advisory Committee shall hold a joint meeting with the North West Community Council to generally discuss planning issues and concerns at least once per year.

Remuneration

Remuneration shall be paid related to travel for attendance at meetings at rates established by Halifax Regional Municipality.



Map 1

- - - - - Beaver Bank, Hammonds Plains and Upper Sackville Plan Area Boundary
-  Existing North West Community Council Boundary
-  Portion of Beaver Bank, Hammonds Plains and Upper Sackville Plan Area in District 23
-  Portion of Beaver Bank, Hammonds Plains and Upper Sackville Plan Area in District 2

