

Municipality of the District of Lunenburg

Policy Details	
Name	Council Members' Remuneration, Benefits and Expenses
Number	003
Legislative Authority	Municipal Government Act, Section 23(1)(d) & 23(3)
Effective Date	November 25, 2025

Policy Statement

- 1 The Municipality of the District of Lunenburg ("the Municipality") will provide fair remuneration for work and contributions of members of Council and recognizes the importance of adequate remuneration for members of Council that reflects the duties and responsibilities of these individuals.

Scope

- 2 This Policy applies to all members of Council (Mayor, Deputy Mayor, and Councillors).

Remuneration

- 3 (1) Remuneration will be adjusted annually based on the Provincial Consumer Price Index as determined by Statistics Canada as of December 31 of each year, over December 31 of the previous year. If the Consumer Price Index is negative, there will not be a cost-of-living adjustment. The Chief Administrative Officer will conduct a review of council remuneration and report to council after an election or as directed by council.

Mayor – MGA Section 23(1)(d)(i)

- (2) The annual remuneration to be paid to the Mayor must be as approved by motion of Council.

Deputy Mayor – MGA Section 23(1)(d)(ii)

- (3) The annual remuneration to be paid to the Deputy Mayor must be as approved by motion of Council.

Councillors – MGA Section 23(1)(d)(iii)

- (4) The annual remuneration to be paid to Councillors must be as approved by motion of Council.

Benefits

Health and Dental Insurance Benefits

- 4 (1) Health and dental insurance is mandatory for all elected officials (Mayor and Councillors) who meet the criteria of eligibility. Coverage under the Plan is pursuant to the relevant terms and provisions of the Plan.

- (2) The Municipality will pay 75% of the premium and the remaining 25% will be deducted from the elected official's salary.

Retirement and Pension Plan

- 5 (1) Effective March 1, 2020, the Municipality became a participant in the Nova Scotia Public Service Superannuation Plan ("PSSP") as an employer.
- (2) Effective June 1, 2021, all new and current elected officials must participate in the PSSP in accordance with the eligibility and other rules of the PSSP.

Travel and Expenses while on Municipal Business

Annual Budget

- 6 Council will establish an annual travel and expense budget for each elected official. This amount will be established based on best practice. Each elected officials, will be accountable for the usage of this funding and make travel and expense decisions based upon available budget.

Eligible Travel and Expenses

- 7 (1) Elected officials who utilize their personal vehicles on travel assignments are eligible to claim travel and related expense as provided in this policy, which will include:
 - (a) travel to attend a meeting of the Council or a Committee or Board of Council or a Committee or Board in which an appointment of a Councillor, Mayor or Deputy Mayor has been made by Council;
 - (b) travel for council business outside of their District;
 - (c) travel and expenses for council business outside of Lunenburg County; or
 - (d) travel and expenses for council business outside of Nova Scotia, as approved by the Council.

Non-Local Travel

- 8 (1) If travel to an event involves choice between vehicle travel and air or some other form of travel, the elected officials will be reimbursed for the lowest cost option, regardless of the option they have used.
- (2) All forms of transportation will be economy class.
- (3) If an elected official, for their own convenience, travels by an indirect route or interrupts travel by the most economical route, the elected official will bear any extra expense involved. Reimbursement for such travel will be for only that part of the expense as would have been necessary to travel.

Mileage Rate

- 9 The rate per kilometer as a travelling allowance for all elected officials will be approved at the rate stipulated from time to time by the Province of Nova Scotia as the maximum kilometrage rate for its employees.

Expenses Eligible for Reimbursement

- 10 (1) Expenses eligible for reimbursement include:
- (a) meals with itemized receipts must support all claims;
 - (b) accommodations for business outside of the Municipality;
 - (c) registration fees for conferences, seminars or courses, which are incidental to or facilitate the discharge of a Council member's duties or Council business;
 - (d) constituency related communication, (i.e digital or print media)
- (2) Seminars, courses and conferences must meet the following criteria for reimbursement of expenses:
- (a) request must be made in writing to Council. The elected official must provide a written brief outlining the benefits of the course, conference or seminar;
 - (b) the course, conference or seminar must be related to Municipal Government;
 - (c) the course must be completed prior to the next Municipal Election date;
 - (d) budget funds must be sufficient to cover the costs; and
 - (e) successful completion of any training/courses.
- (3) Nova Scotia Federation of Municipalities (NSFM) and Federation of Canadian Municipalities (FCM) conferences or seminars are eligible for reimbursement.
- (4) Councillors who are required to attend more than one meeting a day at a meeting site and choose not to travel from the meeting site to their place of residence in between meetings are eligible for a meal reimbursement.
- (5) Elected officials whose eligible expenses are expensed on one individual corporate credit card must not be claimed by the Council member separately but will be expensed to their individual account.

Ineligible Expenses

- 11 (1) The following expenses are not eligible for reimbursement:
- (a) personal expenses including, but not limited to, movies, other entertainment, personal calls, personal products, travel cost not related to the event, alcoholic beverages and recreational drugs;

- (b) expenses for a spouse/partner.

Expense Claim Procedure

- 12 Expenses incurred and submitted for payment by elected officials will be authorized for payment by the Chief Administrative Officer.

Other Expenses

- 13 Elected officials will be provided with a Municipally owned mobile device and laptop during their term. The Municipality will absorb the capital and operating expense of these devices.

Reporting of Expenses

- 14 (1) An expense report, which includes remuneration for elected officials, and expenses incurred must be prepared within 90 days of the end of each fiscal quarter and must be posted on the Municipal website quarterly.
- (2) An annual summary report of expenses must be filed with the Minister of Municipal Affairs by September 30th of each year.

Review of Policy

- 15 Council will review this policy by January 31st immediately following a regular election held under the Municipal Elections Act and make a motion to re-adopt the policy or amend the policy.

Policy Adoption	
Date of Original Passage	May 10, 2011
Date of Notice of Intent to Amend	October 14, 2025
Date of Council Approval	November 25, 2025
Date of Effective Date (if different from approval date)	
I certify that this Policy 003 was amended by Municipal Council as indicated above.	
Signature of Municipal Clerk 	Date November 25, 2025

Version	Amendment Description	Approval Date
Original V1	Council Members' Remuneration, Benefits & Expenses	May 10, 2011
V2	Amended to meet new MGA requirements by removing 1/3 tax free allowance, adding recreational drugs to in eligible expenses, update committee name under 3.2.	Oct 23, 2018

V3	Re-adopted as per MGA requirement after an election	Jan 26, 2021
V4	Amended to allow for health and dental benefits and inclusion in the retirement pension plan.	May 25, 2021
Repealed and Replaced	Accessible format and clear language, addition of policy statement and scope, annual adjustment and reporting, consolidation of sections for expenses, removed reference to MDL 51 policy, added receipts and successful completion for reimbursement, removed reference of CAO expense approval, and added constituency communication as an eligible cost.	Jan 28, 2025
V	Amended s. 7(1) to clarify personal vehicles used for travel assignments and expenses are an eligible expense	Nov 25, 2025