



**ORGANIZATIONAL MEETING AGENDA
TOWN OF MILLET
COMMUNITY HALL
4528-51 Street
October 27th, 2020
Following Regular Council Meeting**

- 1.0 Call to Order
- 2.0 Additions and Adoption of Agenda
- 3.0 Set Councillor Renumeration – Policy 52A
- 4.0 Set Regular Council Meeting Dates and Times
- 5.0 Appoint Committee and Commission Members and Alternates
- 6.0 Appointment of Solicitor
- 7.0 Appointment of Auditor
- 8.0 Appointment of Municipal Planning Commission
- 9.0 Adjournment



**TOWN OF MILLET
REQUEST FOR DECISION (RFD)**

Meeting: Organizational Council Meeting
Meeting Date: October 27, 2021
Agenda Item: 3.0 – Set Councillor Renumeration – Policy 52A

BACKGROUND/PROPOSAL

Policy 52A is attached for Council’s review of current Council Allowance, per diem, travel and subsistence.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Not applicable.

COSTS/SOURCE OF FUNDING

Not applicable.

RECOMMENDATION

Does Council wish to make any changes to Policy 52A?

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Millet

Proud to be

TOWN OF MILLET COUNCIL ALLOWANCE, PER DIEM, TRAVEL & SUBSISTENCE

Policy Number: 52A


Date of Issue: October 24, 2019

Motion Number: 254/19

Number of Pages: 6

Supersedes: Amended

Signature of Approval:


Mayor Tony Wadsworth

POLICY STATEMENT:

To provide guidance to members of Council in regard to eligible and ineligible claims for conducting business on behalf of the Town of Millet.

Town of Millet Council Allowance, Per Diem, Travel & Subsistence
Policy # 52A

GUIDELINES

1. Members of Council are eligible to claim per diems pursuant to Schedule "A" attached hereto and forming part of this policy.
2. Members of Council are eligible to claim travel & subsistence pursuant to Schedule "B" attached hereto and forming part of this policy.
3. Members of Council should present a written report of any meetings attended where a per diem is claimed.
4. This policy shall be reviewed and amended, if necessary, at each Council Organizational meeting held in October of each year.

Town of Millet Council Allowance, Per Diem, Travel & Subsistence
Policy # 52A

SCHEDULE "A" – Councillor's Allowance & Per Diem

1. Out of Town Per Diem: up to 4 hours* = \$50.00
up to 8 hours* = \$100.00
over 8 hours (overnight)* = \$150.00

*Including travel time

2. Per Diem Claim Sheet

- a) In order to claim for any per diem, the "Mayor & Councillor's Per Diem Claim Sheet" must be completed, and turned in to Administration by the 20th of each month in order to meet the deadline for payroll for the applicable month.
- b) All claim sheets are to be reviewed by the CAO or Designate, before going to payroll, to ensure the claim is submitted for payment according to policy.
- c) If there is some question regarding a claim, based on the policy, or if some information is missing or filled in incorrectly, the claim sheet is brought to the attention of the applicable Councillor for clarification and or adjustment.
- d) The claim is returned to the CAO or Designate after the required adjustments or explanations are made by the Councillor.
- e) If there is a dispute concerning the interpretation of the policy, the claim in question shall be submitted to Council for review and decision. Claims in question shall be reviewed by Council as a whole, and adjusted or approved, following the second Council meeting each month, as required. For July and August, following the one meeting per month, as required. Council's decision is final.

3. Current Monthly Allowance for Council

Mayor	\$1220.40
Deputy Mayor	\$1067.85
Councillor	\$1017.00

- a) In October of each year, Administration will provide the CPI adjustment based on the previous 12 month period (September 1 – August 31) for the Province of Alberta, as obtained by statistics Canada, for ratification by Council.
- b) Upon review and ratification by Council, the CPI adjustment percentage will be applied to the monthly allowance for Council for the following calendar year, effective January 1.

Town of Millet Council Allowance, Per Diem, Travel & Subsistence
Policy # 52A

The following meetings fall under the "Monthly Allowance", and are not claimed under the per diem:

- Council Obligations
- Regular Town of Millet Council Meetings
- Special meetings of Council that are held within the Town of Millet
- Town of Millet Committee Meetings
- Annual Joint meeting of the Town of Millet & County of Wetaskiwin

Councils (If out of town, mileage only may be claimed)

- Millet Communities in Bloom functions
- Millet Seniors functions
- Millet Volunteer Appreciation functions
- Millet & District Library functions
- Millet & District Historical Society functions
- Millet A.O.C. functions
- Millet Ag functions

Eligible Meetings to Claim Per Diem – Out of Town, Committee Obligations
Council Representatives to Committees as identified in the Organizational Meeting of Council each October.

Eligible to Claim Per Diem:

Any written initiation that has been accepted and ratified by a resolution Council.

Any workshop, seminar, or conference that has been accepted and ratified by a resolution of Council.

Council reserves the right to make the final decision on any claim in dispute.

Town of Millet Council Allowance, Per Diem, Travel & Subsistence
Policy # 52A

SCHEDULE "B" – Councillor's Travel & Subsistence Claims

1. Travel – Kilometers

- a. The rate paid per km is based on the current Provincial rate, as approved by Council at the Organization meeting each year.
Current rate is being paid @ \$0.58 per KM

Kilometers driven is based on the kilometers from the Councillor's home, direct to the point of destination(s), and return trip home.

If traveling to a second destination direct from a first destination, kilometers are based on the distance from home to the first destination, and from the first destination to the second destination, and the return trip home from the second destinations, and so on if more than 2 destinations are relevant. It is mandatory that the number of kilometers driven for each individual trip, or destination be identified for reimbursement.

2. Hotel / Accommodation

"Actual cost" is reimbursed, with the submission of a statement of account or receipt, showing the actual cost of accommodation. This expense is associated with attending overnight conferences or workshops, as approved by resolution of council. Proof of actual cost and identification of function attended must be submitted for reimbursement. This is for reimbursement if hotel costs are incurred by the Councillor out of pocket.

3. Meals / Subsistence

Meals will be reimbursed, to a maximum of \$65 per day, upon receipt.

Exceeding the applicable meal allowance will be at the Councillor's own expense. An exception may occur when the Mayor or Councillor is hosting a person or group on behalf of the Town. In this instance, it would be advisable to use the Town credit card if possible. To claim for meals, the Councillor must be in attendance at a function that has been ratified by resolution of Council. The function attended must be identified on the claim.

Town of Millet Council Allowance, Per Diem, Travel & Subsistence
Policy # 52A

4. Other Expenses

Such as taxi, train, airfare, etc. are reimbursed on a "Actual Cost" basis, with proof of cost submitted with claim. Proof of cost is mandatory to be reimbursed. To claim for other expenses the Councillor must be in attendance at a function that has been ratified by resolution of Council. The function attended must be identified on the claim.

5. Claiming for Kilometers driven or other out of pocket expenses:

- a) In order to claim for kilometers driven, or other out of pocket expenses, the "Town of Millet Expense Claim Form" must be completed, and turned in to Administration by the 20th of each month in order to meet the deadline for accounts payable for the applicable month.
- b) All claim sheets are reviewed by the CAO or designate, before going to accounts payable, to ensure the claim submitted for payment is according to policy.
- c) If there is some question regarding a claim, based on the policy, or if some information is missing or filled in incorrectly, the claim sheet is brought to the attention of the applicable Councillor for clarification and /or adjustment.
- d) The claim is returned to the CAO or designate after the required adjustments or explanations are made by the Councillor.
- e) If there is a dispute concerning the interpretation of the policy, the claim in question shall be submitted to Council for review and decision. Claims in questions, including statements from the use of the "Town of Millet Credit Cards" shall be reviewed by Council as a whole, and adjusted or approved, following the first council meeting each month, as required. For July & August, following the one meeting per month, as required. Council's decision is final.



**TOWN OF MILLET
REQUEST FOR DECISION (RFD)**

Meeting: Organizational Council Meeting
Meeting Date: October 27, 2021
Agenda Item: 4.0 Set Regular Council Meeting Dates and Times

BACKGROUND/PROPOSAL

Council must resolve to set dates and times for Council meetings going forward.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Currently meetings are held the 2nd and 4th Wednesday of each month at 3pm.

COSTS/SOURCE OF FUNDING

Not applicable.

RECOMMENDATION

That Council maintain the 3pm meeting times.

COUNCIL MEETING

OCT 27 2021

ITEM # 4.0



**TOWN OF MILLET
REQUEST FOR DECISION (RFD)**

Meeting: Organizational Council Meeting
Meeting Date: October 27, 2021
Originated By: Lisa Schoening, CAO
Agenda Item: 5.0 Appoint Committee and Commission Members and Alternates

BACKGROUND/PROPOSAL

Council must decide who will represent Council on each Committee.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

N/A

COSTS/SOURCE OF FUNDING

N/A

RECOMMENDATION

That Council appoint members to each Committee.

Following is a list of the current Boards/Committees and an estimate of time required

Council Meetings are currently held on the 2nd and 4th Wednesday of each month at 3:00 p.m. unless changed by resolution of Council. In the months of July, August and December, Council usually holds only one meeting per month, determined by resolution. It is important to note that Councillors must not miss three (3) meetings in a row without prior Council Resolution.

Special meetings of Council may be called from time to time as well and are in addition to the regularly scheduled Council meetings. These must have 24 hours notice given.

Regular Council Meetings – All Council

Every 2nd and 4th Wednesday at 3:00 p.m.

Special Council Meetings – All Council

These are called as needed.

Committee of Whole - All Council

These are called as needed.

Millet Library - Two Councillors

This Board currently meets every 2nd Tuesday every two months at 6:30 p.m. at the Library.

Agriplex Operating Committee – One Councillor

This four-person Committee currently meets on an as needed basis.

Millet Seniors – One Councillor

The Seniors hold a monthly luncheon on the last Wednesday of each month at noon. Committee member would also be responsible to host the annual Seniors Appreciation Luncheon, held in September or October of each year.

Wetaskiwin Area Lodge Authority (Seniors and Community Housing) – One Councillor

These meetings are usually held during the daytime approximately six times/year on an as needed basis.

Millet Emergency Advisory Committee – Mayor + 2 or 3 Councillors

These internal meetings are held quarterly during the daytime.

Yellowhead Regional Library – One Councillor

Three meetings are held in Spruce Grove at 10:00 a.m. in the months of March, June and October.

Risk Management Committee – Three Councillors

These internal meetings are held during the daytime as needed.

West Dried Meat Lake Landfill – One Councillor

These meetings are usually held at 8:30 a.m. four-five times/year.

JEDI (Joint Economic Development Initiative) – Mayor + 2 Councillors

These meetings are usually held every two months at 3:30 p.m. at the County of Wetaskiwin office.

Strategic Planning – ALL COUNCIL – set for November 2 at 1pm

Millet Historical Society – One Councillor

These meetings are held in the afternoon usually once/month at the Millet Museum.

JEDI AGM & Dinner – One Councillor

These meetings are held once a year , will be January 11, 2022 at 3pm

Municipal Planning Commission – Three Councillors

These meetings are held as needed.

Capital Regional Southwest Water Services Commission – Mayor + One Councillor

These meetings are currently held on a Thursday evening at 5:30 p.m. in Leduc and usually consist of five-six meetings/year.

Millet in Bloom (CIB) – One Councillor

These meetings are held the second Tuesday of every month (excluding Nov - Feb) at 7:00 p.m.

CAEP (Central Alberta Economic Partnership) – One Councillor

These meetings are held on a rare but as needed basis, usually in the daytime.

Policy Review Committee – Three Councillors

These internal meetings are held usually during the daytime on an as needed basis.

Personnel Committee – Two Councillors

These internal meetings are held on an as needed basis.

Intermunicipal Committee – Mayor + One Councillor

These meetings are held on an as needed basis.



**TOWN OF MILLET
REQUEST FOR DECISION (RFD)**

Meeting: Organizational Council Meeting

Meeting Date: October 27, 2021

Agenda Item: 6.0 – Appointment of Solicitor

BACKGROUND/PROPOSAL

Council must pass a resolution to appoint a Solicitor for 2022. In the past, Council has resolved to utilize the services of Brownlee LLP.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Not applicable.

COSTS/SOURCE OF FUNDING

Not applicable.

RECOMMENDATION

That Council continue to utilize the services of Brownlee LLP for 2022.

COUNCIL MEETING

OCT 27 2021

ITEM # 6.0



**TOWN OF MILLET
REQUEST FOR DECISION (RFD)**

Meeting: Organizational Council Meeting

Meeting Date: October 27, 2021

Agenda Item: 7.0 – Appointment of Auditor

BACKGROUND/PROPOSAL

Council must pass a resolution to appoint an Auditor for 2022. In the past, Council has resolved to utilize the services of Doyle and Co.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Not applicable.

COSTS/SOURCE OF FUNDING

Not applicable.

RECOMMENDATION

That the Town of Millet continue to utilize the services of Doyle and Co. for 2022.

COUNCIL MEETING

OCT 27 2021

ITEM # 7.0



**TOWN OF MILLET
REQUEST FOR DECISION (RFD)**

Meeting: Organizational Council Meeting
Meeting Date: October 27, 2021
Agenda Item: 8.0 – Appointment of Municipal Planning Commission

BACKGROUND/PROPOSAL

Council must appoint a Chair and Vice Chair to the Municipal Planning Commission.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Not applicable.

COSTS/SOURCE OF FUNDING

Not applicable.

RECOMMENDATION

That Council appoint a Chair and Vice Chair to the Municipal Planning Commission.

COUNCIL MEETING
OCT 27 2021
ITEM # 8.0