

Millet

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

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Signature of Approval: _____

Mayor Doug Peel

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.

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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.

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

1. Out of Town/Virtual Meeting 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 and signed by the Mayor or Deputy Mayor, 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.

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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.

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

1. Travel – Kilometers

- a. The rate paid per km is based on CRA prescribed automobile allowance rate, as approved by Council at the Organization meeting each year.

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.

Meals will not be reimbursed if the event includes meals, with the exception for accommodations for health restrictions.

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.

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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 Mayor or Deputy Mayor, 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.