



**ORGANIZATIONAL MEETING AGENDA  
TOWN OF MILLET  
COMMUNITY HALL  
4528-51 Street  
October 25, 2023**

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- 1.0 Call to Order
- 2.0 Additions and Adoption of Agenda
- 3.0 Set Councillor Renumeration -Policy 52A
- 4.0 Set date/time for regular meetings
- 5.0 Appoint Committee and Commission Members and Alternates
- 6.0 Appointment of Municipal Planning Commission
- 7.0 Adjournment



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

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**Meeting:** Organizational Council Meeting  
**Meeting Date:** October 25, 2023  
**Agenda Item:** 3.0 – Set Councillor Renumeration - Policy 52A

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**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?



TOWN OF MILLET  
REQUEST FOR DECISION (RFD)

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Meeting: Organizational Council Meeting  
Meeting Date: October 25, 2023  
Agenda Item: 4.0 Set Regular Council Meeting Dates and Times

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BACKGROUND/PROPOSAL

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

DISCUSSION/OPTIONS/BENEFITS/ADVANTAGES

Currently meetings are held the 2nd and 4th Wednesday of each month at 4:00pm.

COSTS/SOURCE OF FUNDING

Not applicable.

# Millet

*Proud to be*

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

Policy Number: 52A

Date of Issue: January 11, 2023

Motion Number: 013/23

Number of Pages: 6

Supersedes: October 26, 2022

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.

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/Virtual Meeting Per Diem:

up to 4 hours\* = \$100.00

up to 8 hours\* = \$200.00

over 8 hours (overnight)\* = \$275.00

\*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 20<sup>th</sup> 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	\$1,306.00
Deputy Mayor	\$1,141.50
Councillor	\$1,088.00

- 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.

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

1. Travel – Kilometers

- a. The rate paid per km is based on CRA prescribed automobile allowance rate.

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.



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 20<sup>th</sup> 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.



TOWN OF MILLET  
REQUEST FOR DECISION (RFD)

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**Meeting:** Organizational Council Meeting  
**Meeting Date:** October 25, 2023  
**Originated By:** Lisa Schoening, CAO  
**Agenda Item:** 5.0 Appoint Committee and Commission Members and Alternates

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**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.

## Board & Committee Members 2024 updated October 25<sup>th</sup> 2023

Board or Committee	Members	Alternate	
Millet Library	Councillor Councillor		<i>This Board currently meets every 2nd Tuesday every two months at 6:30p.m. at the library.</i>
Millet Seniors	Councillor	Councillor	<i>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.</i>
Wetaskiwin Area Lodge Authority	Councillor	Councillor	<i>These meetings are usually held during the daytime approximately six times/year on an as needed basis.</i>
Millet Emergency Advisory Committee	Mayor Councillor Councillor Councillor		<i>These internal meetings are held quarterly during the daytime.</i>
Yellowhead Regional Library	Mayor	Councillor	<i>Three meetings are held in Spruce Grove at 10:00 a.m. in the months of March, June and October.</i>
Risk Management Committee	Councillor Councillor	Mayor	<i>These internal meetings are held during the daytime as needed.</i>
West Dried Meat Lake Landfill	Mayor	Councillor	<i>These meetings are usually held at 8:30 a.m. four-five times/year.</i>
Municipal Planning Commission	Councillor Councillor Councillor		<i>These meetings are held as needed. <b>Not Mandatory</b></i>
Capital Region SW Water Commission	Mayor Councillor	Councillor	<i>These meetings are currently held on a Thursday evening at 5:30 p.m. in Leduc and usually consist of six meetings/year.</i>
Policy Review	Councillor Councillor Councillor		<i>These internal meetings are held usually during the daytime on an as needed basis.</i>
Personnel Committee	Councillor Councillor		<i>These internal meetings are held on an as needed basis.</i>
Intermunicipal Collaboration Committee	Mayor Councillor		<i>These meetings are held on an as needed basis.</i>
Millet Ag Society	Councillor		<i>These meetings are held on an as needed basis</i>

TOWN OF MILLET  
REQUEST FOR DECISION (RFD)

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Meeting: Organizational Council Meeting  
Meeting Date: October 25, 2023  
Agenda Item: 6.0 -Appointment of Municipal Planning Commission

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BACKGROUND ROPOSAL

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.