



Section	Policy No.	Page
Council Policies	3-3	1 of 2
Policy Title	Date:	Motion No.
Council Appointees Reimbursement	March 9, 2021	128/2020

Purpose:

To provide direction regarding rates of pay and per diem allowance for Council appointees, including ratepayer members of the Agricultural Service Board, Deputy Returning Officer, Poll Clerks, Members at Large for the Municipal Planning Commission, and the Subdivision and Development Appeal Board or any other Member at Large appointed by Council.

Policy Guidelines/Procedures:

1.0 Per Diem Allowance

The per diem allowance for Council appointees that are listed above under “Purpose” shall be:

Per Diem Rates	
Full Day	\$ 292.85
Half Day	\$ 146.43

The Per Diem Rate will be modified each year as needed based on any organizational market adjustments included in the County’s approved budget.

2.0 Mileage

Council appointees will be reimbursed for their mileage using the rate determined by the Canada Revenue Agency.

3.0 Meals

Meal reimbursement is applicable to Council appointees only when on Kneehill County business.

Alcoholic beverages shall not be charged nor will they be reimbursed.

Council appointees who do not have, or choose not to have, an actual meal receipt, meal reimbursement will be at the rate of \$15.00 for breakfast, \$15.00 for lunch, and \$25.00 for supper. The meal for a spouse or significant other shall only be paid for by Kneehill County as part of a larger business group.

Reimbursement for meals is not provided to Council appointees, participating in meetings by use of a communications facility.

4.0 Convention Allowance

Council appointees will receive an additional Overnight Allowance of \$30.00 per night for the actual nights spent at the convention, conference, seminar or workshop.

An additional \$30.00 per night can be claimed by appointed Council appointees who bring their spouse or significant other to convention.

Kneehill County will pay for the Partners’ Programs attended at the Agricultural Service Board Summer Tour.



POLICY

Section	Policy No.	Page
Council Policies	3-3	2 of 2
Policy Title	Date:	Motion No.
Council Appointees Reimbursement	March 9, 2021	128/2021

Original: June 22, 2004
Amended: March 24, 2015
Amended: January 14, 2020 11/2020
Approved: March 9, 2021 128/2020
Review Date: March 9, 2025

