AGENDA
CLEAR HILLS COUNTY
POLICY & PRIORITY COUNCIL MEETING
TUESDAY, OCTOBER 1, 2019

The Policy & Priority meeting of the Council for Clear Hills County will be held on Tuesday, October 1, 2019, commencing at 9:30 a.m. in the Council Chambers of the County Office, Worsley, Alberta.

---

1. **CALL TO ORDER**
2. **AGENDA**
3. **MINUTES**
4. **DELEGATION(S)**

7. **NEW BUSINESS**
   a. **COUNCIL**
      1. **Policy 1127- Travel and Expense 2**
      2. **Policy 1126 – Per Diem Payment.....15**
      3. **Cleardale Sewer 25**
      4. **Clear Prairie Potable Water Request.....27**

12. **ADJOURNMENT**

Clear Hills County

Request For Decision (RFD)

Meeting:	**Policies & Priorities Meeting**
Meeting Date:	October 1, 2019
Originated By:	Council
Title:	Policy 1127 – Travel and Expense
File:	11-02-03

DESCRIPTION:
Council requested Policy 1127 – Travel and Expense be added to the Policy and Priority meeting agenda for more discussion.

C423-19(09-10-19) RESOLUTION by Councillor Wetmore to bring back the discussion regarding Section 5, Information Service Equipment in Policy 1127-Travel and Expense to a future Policy and Priority Meeting. CARRIED.

C456-19(09-24-19) RESOLUTION by Councillor Bean that Council table Policy 1127 – Travel and Expense until after the next scheduled Policy and Priority Meeting. CARRIED.

Policy 1127 – Travel and Expense provides guidelines for the reimbursement of travel, meals, accommodations and subsistence expenses to Council, Board Members and Staff.

BACKGROUND / PROPOSAL:

At the September 10, 2019 Regular Council meeting Council asked Administration to bring Policy 1127 – Travel and Expense to a future Council meeting with a provision included to state that expenses that are not claimed within 60 days of the date of the invoice/receipt are invalid and will not be reimbursed.

ATTACHMENTS

- Policy 1127 – Travel and Expense showing changes
- Policy 1127 – Travel and Expense final copy

RECOMMENDED ACTION:

RESOLUTION by… that this committee recommend Council adopt Policy 1127 – Travel and Expense as presented.

Initials show support - Reviewed by:	**Manager:**	**CAO:**

Clear Hills County

Request For Decision (RFD)

Meeting:	**Policies & Priority Meeting**
Meeting Date:	October 1, 2019
Originated By:	Council
Title:	Travel and Expense Policy 1127 - Information Service Equipment
File:	11-02-03

DESCRIPTION:
Council requested that Policy 1127-Travel and Expense be added to todays agenda for discussion and review.

C423-19(09-10-19) RESOLUTION by Councillor Wetmore to bring back the discussion regarding Section 5, Information Service Equipment in Policy 1127-Travel and Expense to a future Policy and Priority Meeting.
CARRIED.

ATTACHMENTS:
Policy 1127-Travel and Expense

RECOMMENDED ACTION:
RESOLUTION by..... to

Initials show support - Reviewed by: **Manager:** **CAO:**

Clear Hills County

Request For Decision (RFD)

Meeting:	**Regular Council Meeting**
Meeting Date:	September 24, 2019
Originated By:	Lori Jobson, Corporate Services Manager
Title:	**Policy 1127 – Travel and Expense**
File:	11-02-02

DESCRIPTION:

Policy 1127 – Travel and Expense provides guidelines for the reimbursement of travel, meals, accommodations and subsistence expenses to Council, Board Members and Staff.

BACKGROUND / PROPOSAL:

At the September 10, 2019 Regular Council meeting Council asked Administration to bring Policy 1127 – Travel and Expense to a future Council meeting with a provision included to state that expenses that are not claimed within 60 days of the date of the invoice/receipt are invalid and will not be reimbursed.

ATTACHMENTS

- Policy 1127 – Travel and Expense showing changes
- Policy 1127 – Travel and Expense final copy

RECOMMENDED ACTION:

RESOLUTION by… that Council adopt Policy 1127 – Travel and Expense as presented.

Initials show support - Reviewed by: **Manager:** **CAO:**

Clear Hills County

Effective Date: ~~January 22, 2019~~September 24, 2019	Policy Number: **1127**
Title: **TRAVEL and EXPENSE POLICY**	

1. Policy Statement

1.1 Clear Hills County will provide for reimbursement to Council, Council Committee/Board Members and Staff for travel, meals, accommodations and subsistence expenses incurred during the performance of their duties.

2. Definitions

2.1 Official Meetings will include:

a) Regular Council meetings.

b) Special Council meetings.

c) Policy and Priorities meetings.

d) Board or Committee meetings as appointed.

e) Approved workshops and conferences for appointed Board Members or Staff.

f) Meetings with/or on behalf of residents and community groups to which attendance is authorized by Council resolution (this would include open houses and public meetings).

2.2 Mileage is a reimbursement of kilometers for travel expenses to a Councillor/Board/Committee Member, and Staff in their personal vehicle while attending an official meeting, or an event that Council has authorized attendance as per Policy 1126, section 3.4.

2.3 Reimbursement for overnight accommodation when approved to attend an official meeting, workshop or conference (receipts are required). If receipts are not available or if private accommodation is used, the subsistence is the reimbursement of the personal expense to a Councillor/Board/Committee Member and Staff while attending an official meeting. The following constitute as subsistence:

a) Taxi, shuttle, air or bus fares;

b) Motel/Hotel;

c) Registration for any official meeting;

d) Personal Allowance which is paid for personal expenses when a Councillor/Board/Committee Member and Staff is required to spend the night for any official meeting; and the allowance is for each full 24 hour period. Such expenses include tips for luggage handling, wear and tear on personal luggage, local call charges by hotel, laundry, and dry cleaning.

e) Private accommodations.

2.4 Any expenses that have not been submitted within 60 days of the date of the invoice or receipt will become invalid and will not be reimbursed.

3. Travel Reimbursements

3.1 Councillors/Committee/Board Members and Staff shall be reimbursed for mileage and meals as per Sections 3 and 4 when attending approved meetings.

3.2 Councillors will not be reimbursed their expenses (including registration, meals, subsistence) or paid a personal allowance for attendance to social events or political party and constituency functions.

3.3 Where mode of travel is being considered, the most direct, economical and logical mode of travel shall be utilized.

3.4 Council and Board Members shall be reimbursed for mileage (for a minimum of 25 kilometers per meeting) for pre-approved meetings at the current Canada Revenue Agency's reasonable automobile allowance rates as shown on Schedule A. Staff shall be reimbursed for mileage at the current Canada Revenue Agency's reasonable automobile allowance rates as shown on Schedule A.

3.5 Travel must be directly related to the distance required to attend any conference, convention, seminar or any other meeting and to travel directly to and from that conference, convention, seminar or any other meeting.

3.6

4. Meals and Subsistence

4.1 The Council will review the rates for meals and subsistence annually during the annual budget preparations.

4.2 The Members and Staff shall be reimbursed for meals at the following rates, effective January 22, 2019:

MEAL	REIMBURSEMENT
Breakfast	$20.00
Lunch	$25.00
Dinner	$30.00
	$75.00

4.3 Any other claim for business meal reimbursement must include original receipt (and the name(s) of the person(s) accompanied).

4.4 The Members and Staff shall be reimbursed for subsistence at the following rates, effective January 28, 2014

SUBSISTENCE	REIMBURSEMENT
Taxi, Shuttle, Air or Bus Fare	with receipts
Hotels/motels	with receipts
Registration	with receipts
Personal Allowance (includes phone calls)	$40.00per night/ 24 hr period
Private accommodations	$90.00per night

4.5 Administration will reserve accommodations for Members using a County credit card. This card is for room confirmation only. Upon arrival at the accommodations, Members will be required to pay for their room and then submit a receipt for re-imbursement or an item on their expense claim, as a pre-paid expense.

4.6 Any claim for travel and subsistence, which is not supported by the appropriate supporting documents, will not be approved for payment. Attached receipts must be originals.

5. Information Service Equipment

5.1 Councillors will be responsible for supplying their own information service equipment and supplies e.g. Computer, printer/fax, paper, ink etc.

5.2 Councillors will be paid a monthly allowance for use of these items only if they have adequate equipment to receive agendas and all communications effectively and efficiently.

Monthly Internet Reimbursement- to a maximum of $75.00 with receipt

Monthly Information Service Equipment per Diem- $45.00

6. Expense Claims

6.1 The Reeve will sign the expense claim for Council Members to indicate that they have been received.

6.2 The Deputy Reeve shall sign the expense claim submitted by the Reeve, to indicate it has been received, and may in the absence of the Reeve sign all other expense claims

End Of Policy

ADOPTED: Resolution C062(01/26/10) Jan 26/10

AMENDED: Resolution C589(08/10/10)	**Aug 10/10**
AMENDED: Resolution C144(02/22/11)	**Feb 22/11**
AMENDED: Resolution C751-13(12/10/13)	**Dec 10/13**
AMENDED: Resolution C031-14(01/28/14)	**Jan 28/14**
AMENDED: Resolution C033-14(03/11/14)	**March 11/14**
AMENDED: Resolution C75-17(02/14/17)	**Feb 14/17**
AMENDED: Resolution C214-17(04/25/17)	**April 25/17**
AMENDED: Resolution C43-19(01/22/19)	**Jan 22/19**
AMENDED: Resolution C	

Schedule A to Policy 1127 – Travel and Expense

	2013-2018	2019
Canada Revenue Agency's Current Automobile Allowance Rates:	**$0.54/Km**	**$0.58/Km**

Clear Hills County

Effective Date: **September 24, 2019**	Policy Number: **1127**
Title: **TRAVEL and EXPENSE POLICY**	

1. Policy Statement

1.1 Clear Hills County will provide for reimbursement to Council, Council Committee/Board Members and Staff for travel, meals, accommodations and subsistence expenses incurred during the performance of their duties.

2. Definitions

2.1 Official Meetings will include:

a) Regular Council meetings.

b) Special Council meetings.

c) Policy and Priorities meetings.

d) Board or Committee meetings as appointed.

e) Approved workshops and conferences for appointed Board Members or Staff.

f) Meetings with/or on behalf of residents and community groups to which attendance is authorized by Council resolution (this would include open houses and public meetings).

2.2 Mileage is a reimbursement of kilometers for travel expenses to a Councillor/Board/Committee Member, and Staff in their personal vehicle while attending an official meeting, or an event that Council has authorized attendance as per Policy 1126, section 3.4.

2.3 Reimbursement for overnight accommodation when approved to attend an official meeting, workshop or conference (receipts are required). If receipts are not available or if private accommodation is used, the subsistence is the reimbursement of the personal expense to a Councillor/Board/Committee Member and Staff while attending an official meeting. The following constitute as subsistence:

a) Taxi, shuttle, air or bus fares;

b) Motel/Hotel;

c) Registration for any official meeting;

d) Personal Allowance which is paid for personal expenses when a Councillor/Board/Committee Member and Staff is required to spend the night for any official meeting; and the allowance is for each full 24 hour period. Such expenses include tips for luggage handling, wear and tear on personal luggage, local call charges by hotel, laundry, and dry cleaning.

e) Private accommodations.

2.4 Any expenses that have not been submitted within 60 days of the date of the invoice or receipt will become invalid and will not be reimbursed.

3. Travel Reimbursements

3.1 Councillors/Committee/Board Members and Staff shall be reimbursed for mileage and meals as per Sections 3 and 4 when attending approved meetings.

3.2 Councillors will not be reimbursed their expenses (including registration, meals, subsistence) or paid a personal allowance for attendance to social events or political party and constituency functions.

3.3 Where mode of travel is being considered, the most direct, economical and logical mode of travel shall be utilized.

3.4 Council and Board Members shall be reimbursed for mileage (for a minimum of 25 kilometers per meeting) for pre-approved meetings at the current Canada Revenue Agency's reasonable automobile allowance rates as shown on Schedule A. Staff shall be reimbursed for mileage at the current Canada Revenue Agency's reasonable automobile allowance rates as shown on Schedule A.

3.5 Travel must be directly related to the distance required to attend any conference, convention, seminar or any other meeting and to travel directly to and from that conference, convention, seminar or any other meeting.

3.6

4. Meals and Subsistence

4.1 The Council will review the rates for meals and subsistence annually during the annual budget preparations.

4.2 The Members and Staff shall be reimbursed for meals at the following rates, effective January 22, 2019:

MEAL	REIMBURSEMENT
Breakfast	$20.00
Lunch	$25.00
Dinner	$30.00
	$75.00

4.3 Any other claim for business meal reimbursement must include original receipt (and the name(s) of the person(s) accompanied).

4.4 The Members and Staff shall be reimbursed for subsistence at the following rates, effective January 28, 2014

SUBSISTENCE	REIMBURSEMENT
Taxi, Shuttle, Air or Bus Fare	with receipts
Hotels/motels	with receipts
Registration	with receipts
Personal Allowance (includes phone calls)	$40.00per night/ 24 hr period
Private accommodations	$90.00per night

4.5 Administration will reserve accommodations for Members using a County credit card. This card is for room confirmation only. Upon arrival at the accommodations, Members will be required to pay for their room and then submit a receipt for re-imbursement or an item on their expense claim, as a pre-paid expense.

4.6 Any claim for travel and subsistence, which is not supported by the appropriate supporting documents, will not be approved for payment. Attached receipts must be originals.

5. Information Service Equipment

5.1 Councillors will be responsible for supplying their own information service equipment and supplies e.g. Computer, printer/fax, paper, ink etc.

5.2 Councillors will be paid a monthly allowance for use of these items only if they have adequate equipment to receive agendas and all communications effectively and efficiently.

Monthly Internet Reimbursement- to a maximum of $75.00 with receipt

Monthly Information Service Equipment per Diem- $45.00

6. Expense Claims

6.1 The Reeve will sign the expense claim for Council Members to indicate that they have been received.

6.2 The Deputy Reeve shall sign the expense claim submitted by the Reeve, to indicate it has been received, and may in the absence of the Reeve sign all other expense claims

End Of Policy

ADOPTED: Resolution C062(01/26/10) Jan 26/10

AMENDED: Resolution C589(08/10/10)	**Aug 10/10**
AMENDED: Resolution C144(02/22/11)	**Feb 22/11**
AMENDED: Resolution C751-13(12/10/13)	**Dec 10/13**
AMENDED: Resolution C031-14(01/28/14)	**Jan 28/14**
AMENDED: Resolution C033-14(03/11/14)	**March 11/14**
AMENDED: Resolution C75-17(02/14/17)	**Feb 14/17**
AMENDED: Resolution C214-17(04/25/17)	**April 25/17**
AMENDED: Resolution C43-19(01/22/19)	**Jan 22/19**
AMENDED: Resolution C	

Schedule A to Policy 1127 – Travel and Expense

	2013-2018	2019
Canada Revenue Agency's Current Automobile Allowance Rates:	**$0.54/Km**	**$0.58/Km**

Clear Hills County

Request For Decision (RFD)

Meeting:	**Policies & Priorities Meeting**
Meeting Date:	October 1, 2019
Originated By:	Lori Jobson, Corporate Services Manager
Title:	**Policy 1126 – Per Diem Payment to Council**
File:	11-02-03

DESCRIPTION:

Council requested Policy 1126 – Per Diem Payment to Council and Board/Committee Members be added to the Policy and Priority meeting agenda for more discussion.

C457-19(09-24-19) **RESOLUTION by Councillor Janzen that Council table Policy 1126 – Per Diem Payment to Council and Board/Committee Members until after the next scheduled Policy and Priority Meeting. CARRIED.**

Policy 1126 – Per Diem Payment to Council and Board/Committee Members provides guidelines for per diems paid to reimburse Council Members and Members at Large for attending board and committee meetings.

BACKGROUND / PROPOSAL:

Administration has brought Policy 1126 – Per Diem Payment to Council and Board/Committee Members to Council with a provision included to state that any per diems that are not claimed within 60 days of the date they are earned become invalid and will not be reimbursed.

ATTACHMENTS

- Policy 1126 – Per Diem Payment to Council and Board/Committee Members showing changes
- Policy 1126 - Per Diem Payment to Council and Board/Committee Members final copy

RECOMMENDED ACTION:

RESOLUTION by... that this committee recommend Council adopt Policy 1126 – Per Diem Payment to Council and Board/Committee Members as presented.

Initials show support - Reviewed by:	**Manager:**	**CAO:**

Clear Hills County

Request For Decision (RFD)

Meeting:	**Regular Council Meeting**
Meeting Date:	September 24, 2019
Originated By:	Lori Jobson, Corporate Services Manager
Title:	**Policy 1126 – Per Diem Payment to Council**
File:	11-02-02

DESCRIPTION:

Policy 1126 – Per Diem Payment to Council and Board/Committee Members provides guidelines for per diems paid to reimburse Council Members and Members at Large for attending board and committee meetings.

BACKGROUND / PROPOSAL:

Administration has brought Policy 1126 – Per Diem Payment to Council and Board/Committee Members to Council with a provision included to state that any per diems that are not claimed within 60 days of the date they are earned become invalid and will not be reimbursed.

ATTACHMENTS

- Policy 1126 – Per Diem Payment to Council and Board/Committee Members showing changes
- Policy 1126 - Per Diem Payment to Council and Board/Committee Members final copy

RECOMMENDED ACTION:

RESOLUTION by... that Council adopt Policy 1126 – Per Diem Payment to Council and Board/Committee Members as presented.

Initials show support - Reviewed by: **Manager:** **CAO:**

Clear Hills County

Effective Date: ~~January 1, 2019~~September 24, 2019	Policy Number: **1126**
Title: **PER DIEM PAYMENT TO COUNCIL AND BOARD/COMMITTEE MEMBERS**	

1. Policy Statement

1.1 Clear Hills County will establish a per diem rate to reimburse Council Members and Members at Large for attending board and committee meetings.

2. Definitions

2.1. Per Diem is the daily amount paid to a Councillor or Board Member for attending meetings of committees to which they are appointed, attending various other meetings that are specified in this policy's procedures, and attending special meetings that are duly authorized by Council.

3. Per Diems:

3.1 Per Diem will be paid at the rate of $185.00 to Councillors for:

3.1.1. Conducting annual evaluations of the Chief Administrative Officer at a pre-approved meeting outside of a Regular or Special Council Meeting;

3.1.3. Board/Committee workshops and conferences for appointed Board Members only when attendance is authorized/approved by the Board/Committee and approved by Council;

3.1.4. County organized and authorized road tours or project inspections within Clear Hills County boundaries.

3.1.5. Attendance at Conferences and Zone Meetings authorized by Council.

3.1.6. Meetings with/or on behalf of residents and community groups to which attendance is authorized by Council resolution (this would include open houses and public meetings).

3.2. Per diems shall be paid for items listed in Section 3.1 when travel of 50 kilometers one way is required, up to a maximum of two meetings per day.

3.3 Per diems may be changed by review of Council and supported by 2/3 majority vote.

3.4 Annual cost of living adjustments will be applied to the per diem rates.

3.5 Meeting Rates (per diems) shall be paid after the submission of a valid claim form and verified and authorized by the Chief Administrative Officer.

3.6 Councillors will not be paid a per diem for attendance at:

- political party and constituency functions
- any other function usually considered to be a social or public function including but not limited to; barbeques, parties,

grand openings, golf tournaments, ribbon cutting ceremonies, graduation invites, cheque presentations, trade shows.

3.7 All other Board and Committee Members shall receive a per diem at the following rates:

MEMBER	PER DIEM
Agricultural Service Board:	$185.00
Subdivision and Development Appeal Board:	$185.00
Council Appointed Representatives on Committees/Boards:	$185.00
Chair of Regular or Special Council Meetings	$225.00

3.8 Council recognizes that as part of carrying out Council business it is essential to participate in activities such as conferences. The following conferences are considered pre-approved for Council attendance and will be paid at the rate per 3.1:

a)	AAMDC Spring Conference	All Council
b)	AAMDC Fall Conference	All Council
c)	Spring & Fall AAMDC Zone Meetings	All Council
f)	Federation of Canadian Municipalities	All Council

3.8.1 Administration will advise Councillors of the above conferences and upon receiving the completed registration form and instruction from Councillors, Administration will submit the registration form and make other travel and accommodation arrangements as deemed necessary.

3.9 When a representative from Council is sent by a Board or Committee to a conference or convention on behalf of that Board or Committee, the representative is then reimbursed by that Board or Committee.

3.9.1 Councillors and Board Members shall obtain approval from their respective Board and Council prior to attending seminars, workshops, conferences and all other functions if Council is being requested to fund attendance. The Councillor or Board Member must submit a written request on the benefit that would accrue to the County.

3.9.2 Council will not authorize any per diem payments after attendance when not in accordance with 3.7.1.

4.0 Any per diems that have not been claimed within 60 days of the time they were earned will become invalid and will not be reimbursed.

4. Per Diem Claims

4.1 All Council and Board/Committee per diem claims must be reviewed by Administration to ensure compliance with policy and shall indicate approval with the Chief Administrative Officer or designate signature. The Reeve will sign the per diem claim to indicate that they have been received.

4.2 The Deputy Reeve shall sign per diem claims submitted by the Reeve, to indicate it has been received, and may in the absence of the Reeve sign all other per diem claims.

5. End of Policy

ADOPTED: Resolution C061(01/26/10) Jan 26/10

AMENDED: Resolution C566(07/27/10) Jul 27/10

AMENDED: Resolution C144(02/22/11) Feb 22/11

AMENDED: Resolution C010-13(01/08/13) Jan 08/13

AMENDED: Resolution C010-14(01/14/14) Jan 14/14

AMENDED: Resolution C240-17(05/09/17) May 09/17

AMENDED: Resolution C192-18(04/10/18) April 10/18

AMENDED: Resolution C568-18(11/13/18) Nov 13/18

AMENDED: Resolution C

Schedule A To Policy 1126 – Per Diem Payment To Council and Committee Members

Member	2017	2018	2019
		1.1% Cola	*3.1% Cola*
Agricultural Service Board	**$185.00**	**$187.04**	**$192.84**
Subdivision and Development Appeal Board	**$185.00**	**$187.04**	**$192.84**
Council Appointed Representatives on Committees/Boards	**$185.00**	**$187.04**	**$215.28 ***
Chair of Regular or Special Council Meetings	**$225.00**	**$227.48**	**$261.83 ***

*12% increase per Council motion C568-18(11-13-18) RESOLUTION by Councillor Bean that Council increase the per diem payment to Council by 12% effective January 1, 2019 to alleviate the loss incurred by Council Members from the changes to the income tax treatment of Council remuneration. 2/3 majority vote required. CARRIED.

Clear Hills County

Effective Date: **September 24, 2019**	Policy Number: **1126**
Title: **PER DIEM PAYMENT TO COUNCIL AND BOARD/COMMITTEE MEMBERS**	

1. Policy Statement

1.1 Clear Hills County will establish a per diem rate to reimburse Council Members and Members at Large for attending board and committee meetings.

2. Definitions

2.1. Per Diem is the daily amount paid to a Councillor or Board Member for attending meetings of committees to which they are appointed, attending various other meetings that are specified in this policy's procedures, and attending special meetings that are duly authorized by Council.

3. Per Diems:

3.1 Per Diem will be paid at the rate of $185.00 to Councillors for:

3.1.1. Conducting annual evaluations of the Chief Administrative Officer at a pre-approved meeting outside of a Regular or Special Council Meeting;

3.1.3. Board/Committee workshops and conferences for appointed Board Members only when attendance is authorized/approved by the Board/Committee and approved by Council;

3.1.4. County organized and authorized road tours or project inspections within Clear Hills County boundaries.

3.1.5. Attendance at Conferences and Zone Meetings authorized by Council.

3.1.6. Meetings with/or on behalf of residents and community groups to which attendance is authorized by Council resolution (this would include open houses and public meetings).

3.2. Per diems shall be paid for items listed in Section 3.1 when travel of 50 kilometers one way is required, up to a maximum of two meetings per day.

3.3 Per diems may be changed by review of Council and supported by 2/3 majority vote.

3.4 Annual cost of living adjustments will be applied to the per diem rates.

3.5 Meeting Rates (per diems) shall be paid after the submission of a valid claim form and verified and authorized by the Chief Administrative Officer.

3.6 Councillors will not be paid a per diem for attendance at:

- political party and constituency functions
- any other function usually considered to be a social or public function including but not limited to; barbeques, parties,

grand openings, golf tournaments, ribbon cutting ceremonies, graduation invites, cheque presentations, trade shows.

3.7 All other Board and Committee Members shall receive a per diem at the following rates:

MEMBER	PER DIEM
Agricultural Service Board:	$185.00
Subdivision and Development Appeal Board:	$185.00
Council Appointed Representatives on Committees/Boards:	$185.00
Chair of Regular or Special Council Meetings	$225.00

3.8 Council recognizes that as part of carrying out Council business it is essential to participate in activities such as conferences. The following conferences are considered pre-approved for Council attendance and will be paid at the rate per 3.1:

a)	AAMDC Spring Conference	All Council
b)	AAMDC Fall Conference	All Council
c)	Spring & Fall AAMDC Zone Meetings	All Council
f)	Federation of Canadian Municipalities	All Council

3.8.1 Administration will advise Councillors of the above conferences and upon receiving the completed registration form and instruction from Councillors, Administration will submit the registration form and make other travel and accommodation arrangements as deemed necessary.

3.9 When a representative from Council is sent by a Board or Committee to a conference or convention on behalf of that Board or Committee, the representative is then reimbursed by that Board or Committee.

3.9.1 Councillors and Board Members shall obtain approval from their respective Board and Council prior to attending seminars, workshops, conferences and all other functions if Council is being requested to fund attendance. The Councillor or Board Member must submit a written request on the benefit that would accrue to the County.

3.9.2 Council will not authorize any per diem payments after attendance when not in accordance with 3.7.1.

4.0 Any per diems that have not been claimed within 60 days of the time they were earned will become invalid and will not be reimbursed.

4. Per Diem Claims

4.1 All Council and Board/Committee per diem claims must be reviewed by Administration to ensure compliance with policy and shall indicate approval with the Chief Administrative Officer or designate signature. The Reeve will sign the per diem claim to indicate that they have been received.

4.2 The Deputy Reeve shall sign per diem claims submitted by the Reeve, to indicate it has been received, and may in the absence of the Reeve sign all other per diem claims.

5. End of Policy

ADOPTED: Resolution C061(01/26/10) Jan 26/10

AMENDED: Resolution C566(07/27/10) Jul 27/10

AMENDED: Resolution C144(02/22/11) Feb 22/11

AMENDED: Resolution C010-13(01/08/13) Jan 08/13

AMENDED: Resolution C010-14(01/14/14) Jan 14/14

AMENDED: Resolution C240-17(05/09/17) May 09/17

AMENDED: Resolution C192-18(04/10/18) April 10/18

AMENDED: Resolution C568-18(11/13/18) Nov 13/18

AMENDED: Resolution C

Schedule A To Policy 1126 – Per Diem Payment To Council and Committee Members

Member	2017	2018	2019
		1.1% Cola	*3.1% Cola*
Agricultural Service Board	**$185.00**	**$187.04**	**$192.84**
Subdivision and Development Appeal Board	**$185.00**	**$187.04**	**$192.84**
Council Appointed Representatives on Committees/Boards	**$185.00**	**$187.04**	**$215.28 ***
Chair of Regular or Special Council Meetings	**$225.00**	**$227.48**	**$261.83 ***

*12% increase per Council motion C568-18(11-13-18) RESOLUTION by Councillor Bean that Council increase the per diem payment to Council by 12% effective January 1, 2019 to alleviate the loss incurred by Council Members from the changes to the income tax treatment of Council remuneration. 2/3 majority vote required. CARRIED.

Clear Hills County

Request For Decision (RFD)

Meeting:	Policies & Priorities Meeting
Meeting Date:	October 1, 2019
Originated By:	Council
Title:	Cleardale Sewer
File:	11-02-03

DESCRIPTION:
Council requested a discussion regarding the Cleardale Sewer be brought back to a Policy and Priority Meeting for further discussion.

These Cleardale properties currently have a self-maintained pump-out system that is then gravity fed into the County lagoon.

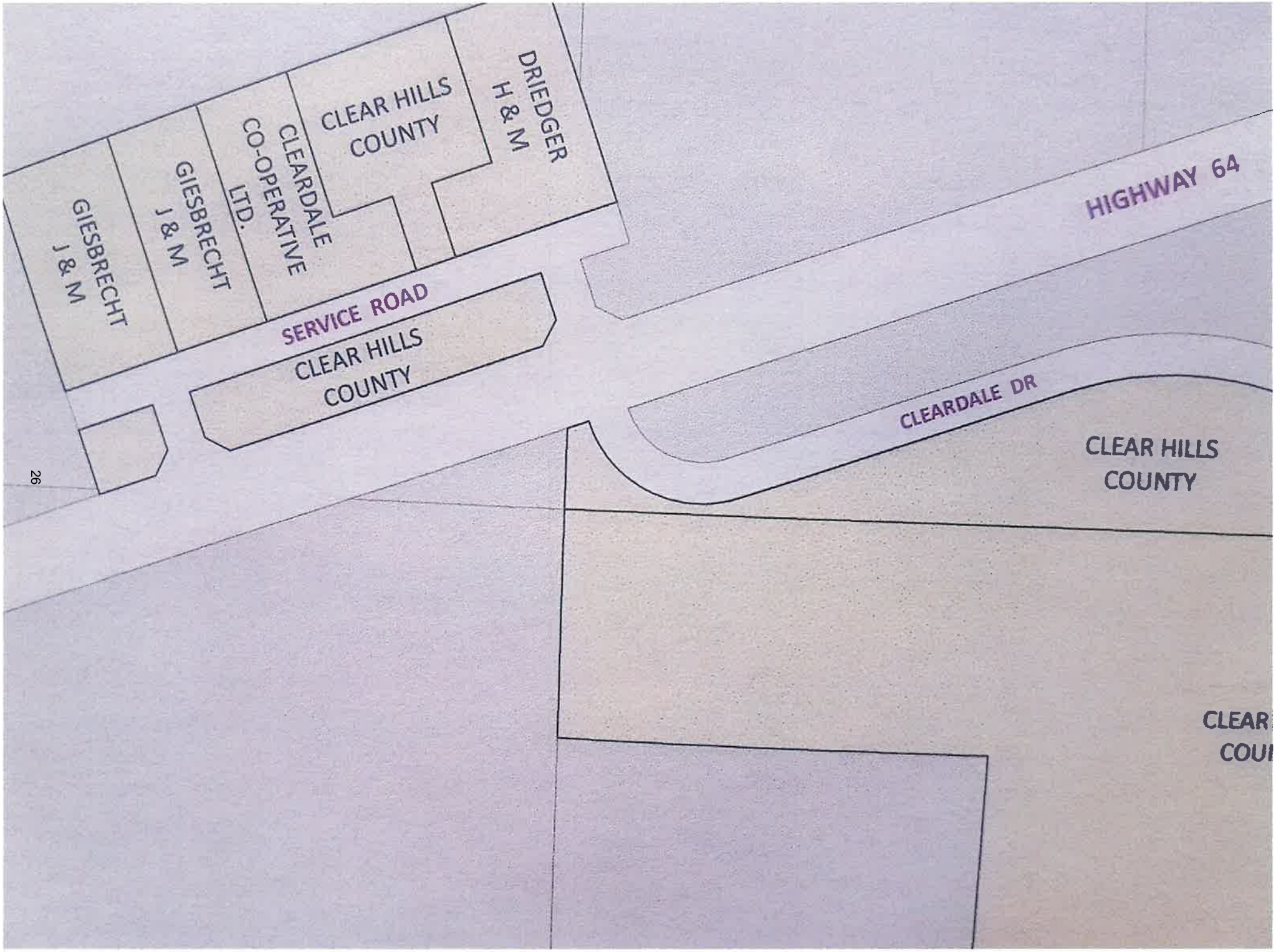
BACKGROUND:
P135-19(03-25-19) RESOLUTION by Deputy Reeve Fletcher that the discussion regarding the Cleardale Sewer be brought back to a future Regular Council meeting. CARRIED.

ATTACHMENTS:
Cleardale Map

RECOMMENDATION:

RESOLUTION BY to recommend Council .....

Initials show support - Reviewed by: **Manager:** **CAO:**


GIESBRECHT
J & M
GIESBRECHT
J & M
CLEARDALE
CO-OPERATIVE
LTD.
CLEAR HILLS
COUNTY
DRIEDGER
H & M
SERVICE ROAD
CLEAR HILLS
COUNTY
HIGHWAY 64
CLEARDALE DR
CLEAR HILLS
COUNTY

Clear Hills County

Request For Decision (RFD)

Meeting:	Policies & Priorities Meeting
Meeting Date:	October 1, 2019
Originated By:	Council
Title:	Clear Prairie Potable Water Request
File:	11-02-03

DESCRIPTION:
Council requested more discussion regarding the request from Clear Prairie residents for potable water.

BACKGROUND:
C421-19(09-10-19) RESOLUTION by Reeve Croy to bring the discussion regarding potable water to Clear Prairie back to a future Policy and Priority Meeting.
CARRIED

RECOMMENDATION:

RESOLUTION BY to recommend Council .....

Initials show support - Reviewed by: **Manager:** **CAO:**