


## The Rural Municipality of Elton

<b>REFERENCE:</b>	Finance	<b>AUTHORITY:</b>	Council
<b>SUBJECT:</b>	Approved Expenditures	<b>EFFECTIVE DATE:</b>	January 10, 2012
<b>ADOPTED BY RESOLUTION NO. &amp; DATE:</b>	2007 – 028 January 29, 2007	<b>NUMBER OF PAGES:</b>	1
<b>AMENDED BY RESOLUTION NO. &amp; DATE:</b>	2012-035 January 10, 2012 2019-325 October 8, 2019 2020-144: May 12, 2020	<b>REEVE'S SIGNATURE FOR APPROVAL</b>	

### **POLICY DESCRIPTION:**

Be it resolved that Council of the RM of Elton (Elton) hereby approve authorized "Living and Registration" expenditures for Elton Representatives (including but not limited to Council Members and employees) and Invitees for ward work, attendance at meetings, seminars, or other events where approved by Resolution of Council as follows:

- Council Meeting Meals
  - Costs of meals will be paid by Elton.
  - No alcohol will be provided by Elton.
- Meetings, seminars, or other approved events outside of the Elton Municipal Office
  - Meals: Cost of meals to be paid by Elton.
  - Beverages: Alcoholic beverages will not be paid by Elton
- Seminar/Course Registration Costs – Elton Representatives Only
  - Costs of approved seminar/course will be paid by Elton provided:
    - the Elton Representative is in attendance;
    - the Elton Representative passes where applicable.
  - If the Elton Representative is unable to attend or does not pass, they will be responsible for repayment of costs to Elton unless otherwise approved by Council as follows:
    - Council Member – deduction from next available indemnity payment;
    - Elton Representative – payment plan agreed upon between the CAO and Elton Representative to be not more than six (6) months dependent on amount.
  - If the Elton Representative is unable to attend and where the registration cost can be cancelled or partially refunded, only the actual cost to Elton will be the sum that is required to be repaid.

- Travelling Expenses
  - Shall be reimbursed at the rate per kilometer approved in the Annual Indemnity By-Law using the shortest possible route per Google maps or similar distance calculator.
- Christmas/Retirement Party
  - Costs of meals to be paid by Elton.
  - No alcohol will be provided by Elton.
- Partner Policy
  - Costs will be paid for partners of Elton Representatives and Invitees attending municipal events as follows:
    - Christmas/Retirement Party:
      - Costs of meals to be paid by Elton.
    - Annual Convention (AMM, MMAA etc.):
      - Banquet night ticket or meal only.
    - Beverages at any approved event:
      - Alcoholic beverages will not be paid by Elton.
- Claim Deadlines
  - All expense claims for the month must be submitted by the 1<sup>st</sup> day of the following month to be paid at that month's meeting. (E.g. January expenses submitted by February 1 for payment at the February Council meeting). Later submissions are accepted, but may result in payment not being made until the next meeting.
  - A reminder will be sent via email requesting claims.
  - To enable timely year-end processing and payables, all prior year claims should be submitted at the January meeting, but must be submitted not later than January 15<sup>th</sup> of the following year.
  - Where an expense claim is not received under these timelines and where reminders have been issued, the "Relinquishment of Expense Claim" form will be provided to the party which will include the final date for submission of the claim, wherein the party understands and agrees that if information is not provided by that date, they forfeit the expense claim and absolve Elton of liability for payment of same.

By my signature below, I hereby state that I have received and reviewed this policy:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date