

TO: MEMBERS OF MUNICIPAL COUNCIL

RE: PER DIEM RATES

From: Alderman V.V. Stusiak  
Liaison Finance Alderman

FILE: 2078

It is the policy of the Municipal Council to pay the expenses of delegates, whether members of Council or otherwise, when on instruction of Council they are representing the municipality outside the limits of the municipality.

The present per diem allowance of one hundred and thirty dollars (\$130.00) was approved by Council in 1981 when Council adopted the following recommendations from the Finance Liaison Alderman:

1. THAT effective immediately, the per diem rate be one hundred and thirty dollars (\$130.00); and
2. THAT the per diem rate be reviewed 1982 May 01; and
3. THAT the per diem rate of one hundred and thirty dollars (\$130.00) be United States funds when travelling outside Canada; and
4. THAT any Municipal Council member or delegate, when travelling on municipal business, may request additional costs when a loss of wages or salary is incurred in the delegate's normal occupation. This additional per diem amount to a maximum of eighty dollars (\$80.00) per day be approved, and this rate be reviewed 1982 May 01.

The 1981 rate was struck taking into consideration that it would cover the period to 1982 May, and was based on what average costs might be during that period, e.g:

Rooms - inclusive of tips and tax	\$ 70.00 to \$ 90.00 per day
Meals - inclusive of tips and tax	\$ 30.00 to \$ 40.00 per day
Miscellaneous - taxis, airport bus, valet service, tips, coffee, etc.	\$ 20.00 to \$ 30.00 per day
Total cost per day	<u>\$120.00 to \$160.00</u>

In 1982 the rate was reviewed and a decision made to retain the \$130.00 per diem rate. While there have been changes in costs during the last year, it is considered that the \$130.00 rate should be retained for the forthcoming year, and it is so recommended.

Council should be advised that rates outside Canada are expressed as payment in United States funds. A review of rates outside Canada indicates that United States per diem costs would be in approximately the same dollar amounts but would have to be paid in United States funds.

Rates outside continental North America would on average be much higher than amounts stated in the report.

AGENDA 1983 MAY 16

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