

# VILLAGE OF GLENWOOD

## BYLAW # 235-2015

A BYLAW OF THE VILLAGE OF GLENWOOD TO ESTABLISH SET RATES FOR REMUNERATION AND EXPENSE CLAIMS.

**WHEREAS** the *Municipal Government Act* being chapter M-26 of the Revised Statutes of Alberta 2000 empowers a council to provide for the payment of a remuneration to its members for attending to or performing their duties and also for the payment of reasonable allowances for travelling and for subsistence and out of pocket expenses incurred for attending the same, and

**WHEREAS** appointed committee members may be requested by council to incur travel, subsistence and out of pocket expenses incurred for attending to and performing their duties, and

**WHEREAS** village employees also may be assigned or have occasion to incur travel, subsistence and out of pocket expenses in attending to and performing their duties attending the same, and

**NOW THEREFORE** under the authority of the *Municipal Government Act*, the Council of the Village of Glenwood, in the Province of Alberta, enacts as follows:

1. This bylaw may be cited as the “Remuneration Expense Claim Bylaw”.
2. The Council shall be paid per committee meeting of council, remuneration in the amount determined by council resolution from time to time.
3. The Council shall be paid a day rate provided that the village business meeting they are attending exceeds 5 consecutive hours, not including attendance at regular council or committee meetings.
4. The members of council, appointed committee members and employees of the Village shall be paid for these reasonable traveling, subsistence and out of pockets expenses incurred in attending to village related duties in accordance with the following statements and the amounts as determined by council resolution from time to time.
  - a. Lodging: Actual lodging expenses private accommodation allowance will be considered when previously cleared and authorized.
  - b. Meals:
    - i. Breakfast – travel commenced before 8:00am.
    - ii. Lunch – business continued after 12 noon.
    - iii. Dinner – return to home not completed before 6:00pm.

- c. Meal cost claim maximums are not dependent on number of meals claimed, but rather on maximum combined claimable meal costs for travel time encompassed. Examples:
    - i. Travel time 7:45am – 6:00pm = Total claimable amount is Breakfast + Lunch + Dinner.
    - ii. Travel time 7:00am – 1:00pm = Total claimable amount is Breakfast + Lunch.
    - iii. Travel time 12:05pm – 6:00pm = Total claimable amount is Lunch + Dinner.
    - iv. Travel time 5:30pm – 9:00pm = Total claimable amount is Dinner.
  - d. Meals included in any registration fees will not be eligible for further claim.
  - e. Transportation: Those furnishing transportation will be paid a rate per kilometer.
  - f. Miscellaneous: One telephone call home will be allowed for each overnight absence; an incidental allowance will be allowed gratuities, taxi and other expenses.
    - i. Requires submission of receipts with the travel claim if in excess of \$5.00.
5. Prior to reimbursement a travel claim must be submitted detailing the applicable expenses with attached receipts where required.
6. Attached to this bylaw shall be Appendix A, which will be the travel claim format and details of the allowable expense amounts determined for that period of time.
7. Bylaw #235-2012 is hereby repealed.
8. That this bylaw shall take effect on the date of the third and final reading.

Read a first time this 9<sup>th</sup> day of April 2015.

Read a second time this 9<sup>th</sup> day of April 2015.

Read a third time and passed this 9<sup>th</sup> day of April 2015.

---

Jordan Koch  
Mayor

---

Chad Parsons  
Chief Administrative Officer

## Appendix A

### Meeting of Council Remuneration

Council                    \$50.00 /committee meeting

### Day Rate Remuneration

Council                    \$100.00 /day

\*If a meeting is over 5 hours long, then a day rate may be charged.

### Transportation Remuneration

\$0.50 per kilometre travelled

### Meals Remuneration - With Submitted Receipt

Breakfast	\$15.00
Lunch	\$20.00
Dinner	\$25.00