

VILLAGE OF GLENWOOD

BYLAW # 235-2017

Remuneration Expense Claim Bylaw

BEING 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, or reimbursement, 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. TITLE AND DEFINITIONS:

- 1.1 **Title** – This bylaw may be cited as the “Remuneration Expense Claim Bylaw”.
- 1.2 **Definitions**– In this bylaw unless the context otherwise requires:
- (a) **“Act”** means the *Municipal Government Act*, being Chapter M-26, R.S.A. 2000 and amendments thereto;
 - (b) **“Committee”** means any agency, board, foundation, organization, society, or any other such styled group, that a Council member attends meetings on behalf, and with the consent, of Council;
 - (c) **“Computer”** means desktop computers, laptop computers, tablets, or any other such computer device, which can be used for the purpose of preparing for meetings of Council by displaying agenda packages;
 - (d) **“Council”** means the Council of the Village of Glenwood;
 - (e) **“Village”** means the Village of Glenwood.

2. REMUNERATION – LODGINGS, MEALS, TRAVEL, INCIDENTALS:

- 2.1 Council members are entitled to claim per committee meeting, in accordance with their Council appointments or commitments, remuneration in the amount determined in “Schedule A”.
- 2.2 The Council shall be paid a day rate provided that the village business meeting they are attending exceeds five consecutive hours, not including attendance at regular council or committee meetings.
- 2.3 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 expense allowance will be considered when previously cleared and authorized.
 - (i) If private accommodations are used a claimable rate shall be permitted as shown in “Schedule A”.
 - (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 Noon – 6:00pm = Total claimable amount is Lunch + Dinner.
 - (iv) Travel time 5:30pm – 9:00pm = Total claimable amount is Dinner.
 - (v) Meetings explicitly held at meal times will be compensated as per “Schedule A”.
 - (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 as per “Schedule A”.
 - (f) Miscellaneous: One telephone call home will be allowed for each overnight absence; an incidental allowance will be allowed gratuities, taxi and other expenses.

3. REMUNERATION – COUNCIL COMPUTERS:

- 3.1 To reduce the amount of printed material necessary for communication between Council and Administration by creating and distributing Council agenda’s and other

- correspondence through email, the Village will supply computers to all Council members.
- 3.2 The total cost per computer will be determined at the beginning of each term. These computers shall meet the current Village standards in place at the time of purchase.
 - 3.3 Ownership of the computers will be term specific. If a Councillor, for any reason cannot serve for the full term, they will have the option of returning the computer to the Village or purchasing their computer at the following rates:
 - (a) Within first year of term 75% of full cost paid back to Village.
 - (b) Within second year of term 50% of full cost paid back to Village.
 - (c) Within third year of term 25% of full cost paid back to Village.
 - (d) Within fourth year of term 0% of full cost paid back to Village.
 - 3.4 Council members who are elected in a by-election will also have a new computer purchased for their use.
 - 3.5 Council members may use their assigned computer for personal use.
 - 3.6 Council members may install personal software on their assigned computer as long as it does not conflict with software provided and installed by the Village.
 - 3.7 Council members shall take all reasonable steps and precautions to protect their assigned computer from damage, harm or theft.
 - 3.8 The Village shall be responsible for costs incurred for the maintenance and repair of the assigned computer.
 - 3.9 Council members will own their computer at the end of their term;
 - 3.10 If the Councillor is re-elected, a new computer will be supplied, based upon the new council's discussion as to budget, system requirements and policy direction.

4. REIMBURSEMENT OF CLAIMS:

- 4.1 Prior to reimbursement a claim must be submitted detailing the applicable expenses with attached receipts where required.
- 4.2 Attached to this bylaw shall be "Schedule A", which will detail the allowable expense amount determination.
- 4.3 Section 2.3(f) requires submission of receipts with the claim if in excess of \$5.00.
- 4.4 Council member's expenses are valid for claim for up to six months after the date the expense was incurred. If the expenses being claimed are older than six months, a motion of Council affirming the validity of the claim is required for Administration to process the claim.

5. RESCINDING BYLAW:

- 5.1 Bylaw #235-2015 is hereby repealed.
- 5.2 Motion #2011-189 is hereby replaced.

6. DATE OF COMMENCEMENT:

6.1 This bylaw shall take effect on the date of the third and final reading.

Read a FIRST time this 14th day of December, 2017.

Read a SECOND time this day of , 2018.

Read a THIRD time and finally passed this day of , 2018.

Gerry Carter
Mayor

Chad Parsons
Chief Administrative Officer

DRAFT

SCHEDULE "A"

ALLOWABLE EXPENSE DETERMINATION:

Council Remuneration Rate for Meetings	\$50.00 per committee meeting
Computers	Determined by Council at the outset of each term
Council Remuneration Rate for Day *If a meeting is over 5 hours long, then a day rate may be charged (Section 2.2).	\$100.00 per day
Meal Remuneration *With submitted receipt	
Breakfast	\$15.00
Lunch	\$20.00
Dinner	\$25.00
Private Accommodations	\$50 per night
Transportation Remuneration Rate	\$0.50 per kilometre travelled