

# VILLAGE OF GLENWOOD

## BYLAW # 235-2019

### Remuneration and Expense Claim Bylaw

BEING A BYLAW OF THE VILLAGE OF GLENWOOD TO ESTABLISH 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 travel and for sustenance and out of pocket expenses incurred for attending the same; and

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

**WHEREAS** village employees may also be assigned or have occasion to incur travel, sustenance 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:

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1.1 **Title** – This bylaw may be cited as the “Remuneration and 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 of, and with the consent of Council;
- (c) “**Steering Committee**” means any committee, and members thereof, appointed by council for a specific purpose, goal or activity, which, once completed, said committee member(s) may be released;
- (d) “**Electronic Device**” 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;
- (e) “**Council**” means the Council of the Village of Glenwood;
- (f) “**Village**” means the Village of Glenwood.

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

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- 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 (5) consecutive hours, including attendance at regular council, special or committee meetings.
- 2.3 The members of council, steering committee members and employees of the Village shall be paid for their reasonable travel, sustenance 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 7:00 AM.
    - (ii) Lunch – Business continued after 12 noon.
    - (iii) Dinner – Return to home not completed before 7:00 PM.
  - (c) Meal claim parameters:
    - (i) Meal claims are not dependent on number of meals claimed, but rather on maximum combined claimable meal costs for travel time encompassed. For example:
    - (ii) Travel time 7:00 AM through 7:00 PM = Total claimable amount is Breakfast + Lunch + Dinner.
    - (iii) Travel time 7:00 AM through 1:00 PM = Total claimable amount is Breakfast + Lunch.
    - (iv) Travel time Noon through 7:00 PM = Total claimable amount is Lunch + Dinner.
    - (v) Travel time 5:00 PM through 9:00 PM = Total claimable amount is Dinner.
    - (vi) 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 set forth, from time to time, by the Government of Canada.
  - (f) Miscellaneous: An incidental allowance will be allowed for gratuities, parking, taxi and other expenses.

### **3. REMUNERATION – COUNCIL COMPUTERS:**

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- 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 an electronic device to all Council members.
- 3.2 The total cost per electronic device will be determined at the beginning of each term. These electronic devices shall meet the current Village standards in place at the time of purchase.
- 3.3 Ownership of the electronic device will be term specific. If a Councillor, for any reason cannot serve for the full term, they will have the option of returning the electronic device to the Village or purchasing their electronic device 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 electronic device purchased for their use.
- 3.5 Council members may use their assigned electronic device for personal use.
- 3.6 Council members may install personal software on their assigned electronic device 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 electronic device from damage, harm or theft.
- 3.8 The Village shall be responsible for costs incurred for the maintenance and repair of the assigned electronic device.
- 3.9 Council members will own their electronic device at the end of their term;
- 3.10 If the Councillor is re-elected, a new electronic device will be supplied, based upon the new council's discussion as to budget, system requirements and policy direction.

### **4. REIMBURSEMENT OF CLAIMS:**

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- 4.1 Prior to reimbursement, a signed paper claim form must be submitted detailing the applicable expenses, with attached receipts where required, no later than the 25<sup>th</sup> of each month. Any expenses incurred after that submission date can be claimed on the next month's submission.
- 4.2 Attached to this bylaw shall be "Schedule A", which will detail the allowable expense amount(s).
- 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:**

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5.1 Bylaw #235-2017 is hereby repealed.

**6. DATE OF COMMENCEMENT:**

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


Read a FIRST time this 11<sup>th</sup> day of April, 2019.

Read a SECOND time this 11<sup>th</sup> day of April, 2019.

Read a THIRD time and finally passed this 11<sup>th</sup> day of April, 2019.



Albert Elias  
Mayor



Marilee Campbell  
Chief Administrative Officer



## **SCHEDULE "A"**

### ALLOWABLE EXPENSE DETERMINATION:

<b>Council Remuneration Rate for Meetings</b>		\$50.00 Per meeting under 5 hours in length
<b>Council Remuneration Rate for Day</b> *If a meeting is over 5 hours long, then a day rate may be charged (Section 2.2).		\$100.00 Per meeting over 5 hours in length
<b>Meal Remuneration</b> *With submitted receipt		
	Breakfast	\$15.00
	Lunch	\$20.00
	Dinner	\$25.00
<b>Private Accommodations</b>		\$50 per night
<b>Transportation Remuneration Rate (Section 2.3e)</b>		Rate per kilometer as set forth, from time to time, by the Government of Canada

