

VILLAGE OF GLENWOOD
BYLAW # 235-2025
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:

- 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) “**Council**” means the Council of the Village of Glenwood;
 - (d) “**Village**” means the Village of Glenwood.

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

- 2.1 Council members and authorized staff members are entitled to claim expenses such as accommodations and meals incurred, while on municipal sanctioned business, in the amount determined by the yearly operating budget and approved at the Organizational meeting.

- 2.2 Council members shall be paid a rate per regular and special council meetings in the amount determined by the yearly operating budget and approved by resolution at the Organizational meeting.
- 2.3 Council members 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 and approved conferences, in the amount determined by the yearly operating budget.
- 2.4 Remuneration for expenses shall be as follows:
- (a) Lodging: Actual lodging expense with the support of a receipt;
 - (b) Meal: Actual meal expenses with the support of a receipt;
 - (c) Meals included in any registration fees will not be eligible for further claim;
 - (d) Transportation: Those furnishing transportation will be paid a rate per kilometer as set forth, from time to time, by the Government of Canada; and
 - (e) Miscellaneous: An incidental allowance will be allowed for gratuities, parking, taxi and other approved expenses.

3. REIMBURSEMENT OF CLAIMS:

- 3.1 Prior to reimbursement, a signed claim form must be submitted to the Chief Administrative Officer, detailing the applicable expenses, with attached receipts, no later than the 25th of each month. Any expenses incurred after that submission date can be claimed on the next month's submission.
- 3.2 Expenses must be claimed within the fiscal year for when the cost was incurred. Any extension to said expense claims must be approved by Council.

4. RESCINDING BYLAW:

- 4.1 Bylaw #235-2019 is hereby repealed.

5. DATE OF COMMENCEMENT:

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

Read a FIRST time this 10th day of December, 2025.

Read a SECOND time this 10th day of December, 2025.

Read a THIRD time and finally passed this 10th day of December, 2025.



Mark Peterson
Mayor



Cynthia Vizzutti
Chief Administrative Officer