

**Village of Carmangay  
IN THE PROVINCE OF ALBERTA  
Bylaw #745**

**A BYLAW OF THE VILLAGE OF CARMANGAY, IN THE PROVINCE OF ALBERTA, TO SET FORTH THE GUIDELINES FOR REMUNERATION FOR MAYOR, COUNCIL, CAO AND OTHER VILLAGE EMPLOYEES AND TO AMEND BYLAW #720, #713 #709 and # 697.**

**WHEREAS**, it is expedient to make provisions for the remuneration, allowances, expenses, and benefits of the Mayor, Council, Chief Administrative Officer, Disaster Services Committee, Municipal Planning Committee and other Village employees and to reimburse the expenses incurred while carrying out the functions on behalf of the municipality or when authorized to do so.

**NOW THEREFORE**, under authority and pursuant to the Municipal Government Act, by Section 275.1(1), the Council for the Village of Carmangay, in the Province of Alberta, duly assembled, hereby enacts as follows:

1. This Bylaw shall be known as the “Remuneration Bylaw” of the Village of Carmangay.
2. In this Bylaw, unless the context otherwise states or requires:
  - a. “Budget” means that sum apportioned to the Mayor, each member of Council, CAO and/or appointments to each committee for municipal events.
  - b. “Events” means a reception, special occasion, conference and meeting which shall include, but not limited to, the following:
    - Alberta Urban Municipalities Association Annual Convention
    - Alberta Urban Municipalities Association Workshops/Seminars
    - Conventions, conferences, meetings, workshops, seminars for the CAO, Disaster Services Committee, Municipal Planning Committee (MPC) and/or other Village employees which shall include but not limited to:
      - Alberta Urban Municipalities Association Annual Convention
      - Local Government Administrators Association Conference/workshops
      - Emergency/Disaster Services Workshops
      - Such other workshops/seminars deemed necessary by Council or the CAO.
  - c. “Expenses” means admissions, registrations, meals, travel and reasonable out of pocket expenses.

**REMUNERATION AND ALLOWANCES**

The Mayor and Council shall be remunerated for the performance of regular and usual duties associated with the responsibilities of such elected offices including:

1. Regular Meetings of Council
2. All regional and local area committees to which the member of Council appoints or requested to attend.
3. Regular ceremonial or statutory duties.
4. Attendance at meetings limited to Special Meetings of Council, or other related business meetings for which Council or a majority of Council have authorized.
5. In regard to meetings outside of the Village of Carmangay, both mileage and meeting fee will be compensated.

The rates of remuneration to be provided shall be indicated in Schedule “A” of this bylaw.



## **TRAVEL AND EXPENSES**

The rates and conditions prescribed are intended to avoid the economic loss to the elected official when reasonable and proper expenses are incurred.

Travel and accommodations shall be comfortable and of good quality, neither sumptuous nor substandard.

1. An elected official on travel status may claim the following expenses with a receipt:
  - a) Taxi fare
  - b) Parking charges

An elected official who uses his/her own motor vehicle on Village business shall be reimbursed for travel as per Schedule "A".

## **MEALS AND GRATUITIES**

Elected officials, CAO, and other Village Employees may claim the cost of a meal to a maximum as per Schedule "A".

Where meal costs are included in the hotel bill, they must be identified as meal costs.

Where conference or seminar registration includes meals, the Village will not reimburse substitute meals.

Gratuities for meals and hotel service are included in the amount set for meal allowances. Gratuities for taxi services are to be included in taxi costs.

## **EXPENSE REPORT**

All claims shall be submitted by month end and must be in the subscribed claim form.

That this bylaw shall come into effect.

Read a first time this **21st day of October**, 2013

Read a second time this **21st day of October**, 2013

**And by unanimous consent of Council**

Read a third and final time and finally unanimously passed this **21st day of October**, 2013

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Mayor

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Administrator

**Village of Carmangay  
Bylaw #713**

**Schedule “A”**

**Rates of Remuneration for Elected Officials**

The rate of remuneration for the performance of regular and usual duties of Officers as identified shall be as follows:

- Council/Special Meetings	\$55.00 per meeting
- Committee Meetings (Disaster, M.P.C.)	\$55.00 per meeting
- Conventions, conferences, seminars, public hearings	\$110.00 per day
-Elected officials stipend – Mayor	\$75.00 per month
- Council	\$45.00 per month

**Elected and Appointed Municipal Officials and Employees**

- Accommodations - receipt required	\$175.00 per day
- Meals and gratuities (receipt required)	
- Breakfast	\$15.00
- Lunch	\$20.00
- Dinner	\$25.00

**KILOMETER RATES FOR TRAVEL**

\$ .55 per kilometer