

**TOWN OF RAYMOND**  
**Remuneration Expense Claims**  
**Bylaw 937-07**

A BYLAW OF THE TOWN OF RAYMOND 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 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 town 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 the Council of the Town of Raymond in the Province of Alberta enacts as follows:

1. The mayor and councilors shall be paid an annual remuneration and car allowance in the amount determined by council resolution from time to time.
2. The mayor and councilors shall be paid a per committee meeting of council, remuneration in the amount determined by council resolution from time to time.
3. The mayor and councilors shall be paid an hourly rate in the amount determined by council remuneration from time to time for up to eight hours of time spent in the conducting or attending to Town business other than attendance at regular council or committee meetings.
4. The mayor and councilors shall be paid a full day rate in the amount determined for over eight hours of time.
5. Appointed committee members may upon approval of council receive an hourly remuneration up to a maximum daily as determined by council resolution from time to time.
6. The members of council, appointed committee members and employees of the town shall be paid for these reasonable traveling, subsistence and out of pockets expenses incurred in attending to town 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: Breakfast - travel commenced before 8:00 am.  
Lunch - business continued after 12 noon  
Dinner - return to home not completed before 6:00 pm  
Meals included in any registration fees will not be eligible for further claim
  - C) Transportation: Those furnishing transportation will be paid a rate per kilometer. Half the Rate will apply when gas and oil are supplied by the Town.
  - D) Miscellaneous: one telephone call home will be allowed for each overnight absence; an incidental allowance will be allowed Gratuities, taxi and other expense in excess of \$5.00, require the submission of receipts with the travel claim.
7. Prior to reimbursement a travel claim must be submitted detailing the applicable expenses with attached receipts where required.
8. Attached to this bylaw will be the travel claim format and details of the allowable expense amounts determined for that period of time.

Bylaw No. 873 and any other remuneration and or expense claim Bylaw previously passes and not heretofore rescinded are hereby repealed.

READ a **first** time this 17<sup>th</sup> day of July, 2007.

READ a **second** time this 7<sup>th</sup> day of August, 2007.

READ a **third** time and finally **PASSED** this 2<sup>nd</sup> day of October, 2007.

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*Mayor – Dean Sallenback*

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*Chief Administrative Officer – Scott Barton*

**Annual Remuneration**

Mayor:	Annual Remuneration	\$4,000.00
	Expense Allowance	<u>2,000.00</u>
	Total	\$6,000.00
Councillor:	Annual Remuneration	\$2,962.67
	Expense Allowance	<u>1,481.33</u>
	Total	\$4,444.00

Annually on the first day of January following the passing of this Bylaw the Annual Remuneration rate shall be adjusted in accordance with the preceding November Consumer Price Index for Canada or Alberta, whichever is greatest.

**Committee Meeting of Council Remuneration**

Mayor and Councillors	\$125.00/committee meeting
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**Hourly Remuneration**

Mayor:	\$30.00/hour to a maximum of \$270.00/day
Councillor:	\$30.00/hour to a maximum of \$240.00/day

Minimum Claim for any Portfolio related meeting 1 hour

**Transportation Remuneration**

\$0.53 kilometre and hereafter inline with Revenue Canada's allowable amount

**Meals Remuneration**

Breakfast	\$15.00
Lunch	\$20.00
Dinner	\$30.00

**Monthly Incidental Expense Allowance**

Mayor's Allowance	\$300.00/month
Councillor's Allowance	\$250.00/month

Note: updated – January 17, 2012