

**Village of Longview
IN THE PROVINCE OF ALBERTA
BYLAW 430-20**

A BYLAW OF THE VILLAGE OF LONGVIEW, IN THE PROVINCE OF ALBERTA, TO SETFORTH THE GUIDELINES FOR REMUNERATION FOR MAYOR, COUNCIL, CAO AND OTHER VILLAGE EMPLOYEES.

WHEREAS, it is expedient to make provisions for the remuneration, allowances, expenses and benefits of the Mayor, Council, Chief Administrative Officer, Public Works, 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, the Council of the Village of Longview, 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 Longview replaces Bylaw 421-19.
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, Public Works 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/Webinars
 - Conventions, conferences, meetings, workshops, seminars for the CAO, Public Works, Disaster Services Committee, Municipal Planning Committee and/or other Village employees which shall include but not limited to:
 - Alberta Urban Municipalities Association Annual Convention
 - Emergency/Disaster Service Workshops
 - Such other workshops/seminars/webinars deemed necessary by Council or the CAO.
 - c. "Expenses" means admissions, registrations, meals, mileage 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 each 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 functions with an invitation to speak or present on behalf of the Village.
4. Attendance at Special meetings of Council, Committees or other related business meetings for which Council or a majority of Council have authorized.

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5. Preparation for and attendance at court or legal proceeding or responding to FOIP request for Council feedback.
6. Council will not be compensated for cheque signing, office discussions, preparation for meetings, community events – i.e. bbq/Christmas party/school functions

The rate of remuneration to be provided shall be as indicated in “Fees and Fines Bylaw”.

TRAVEL AND EXPENSES

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

Travel and accommodations shall be comfortable and of good quality, neither sumptuous nor sub-standard.

1. An elected official/municipal employee on travel status may claim the following expenses with a receipt:
 - a. Airport Fare
 - b. Taxi Fare
 - c. Parking Charges
 - d. Automobile Rental
 - e. Air Fare

An elected official/municipal employee who uses his/her own motor vehicle on Village business shall be reimbursed for travel as per “Fees and Fines Bylaw”.

If an elected official/municipal employee is required to travel on Village business and overnight accommodation away from his/her regular domicile is necessary, he/she may claim:

- a. The actual cost of accommodation on production of receipts to a maximum set out in the “Fees and Fines Bylaw”.
- b. Elected officials/municipal employees may wish to secure alternate accommodation at no cost to the official. He/she may then claim without receipt an amount shown in “Fees and Fines Bylaw”.

MEALS AND GRATUITIES

Elected officials, CAO, Disaster Committee Members and other Village Employees may claim the cost of a meal to a maximum as per “Fees and Fines Bylaw”.

Where meal costs are included on a hotel bill, they must be identified as meal costs.

Where conference or seminar registration includes meals, the Village will not re-imburse 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.

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The Village will not reimburse for alcohol.

EXPENSE REPORT

All claims shall be submitted within ten days of return and must be in the subscribed claim form.

Read a first time, this 20th day of October, 2020.

Read a second time, this 20th day of October, 2020.

Read a third and final time and finally passed this 17th day of November, 2020.

THE VILLAGE OF LONGVIEW



Mayor



Administrator