

**AMENDED BYLAW NO. 2019-02****A BYLAW OF IMPROVEMENT DISTRICT NO 9 TO ESTABLISH RATES FOR REMUNERATION AND EXPENSE CLAIMS FOR COUNCIL MEMBERS**

**WHEREAS** Section 275 of 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

**NOW THEREFORE** the Council of the Improvement District #9 (ID9) in the Province of Alberta enacts as follows:

**1. Definitions**

In this Bylaw, unless the context otherwise requires:

- a) "Attendance" means attendance in person or via virtual attendance (i.e. teleconference / electronic means).
  - b) "Council" or "Members of Council" means the duly appointed municipal officers of Improvement District No. 9, including Councillors and the Chair.
  - c) "Per Diem Rate" means the remuneration rate set by Council for attendance at Meetings.
2. The Chair and Councillors of ID9 Council shall be paid a per Council meeting rate, determined by Council from time to time and as outlined in Appendix A, for all officially set Council meetings, for attending to their Council assignments, and for all other meetings of Council that are set by motion of Council.
    - a. Rates will be paid based on the role of the Chair or Councillor during that meeting. For example, if a Councillor holds the role of Chair for an assignment, they will be paid at the Chair rate for those meetings.
  3. The Chair and Councillors of ID9 Council shall be paid a travel allowance in the amount determined by Council set forth in Appendix A.
    - a. Transportation: Those furnishing transportation will be paid a rate per kilometer.
  4. The Chair and Councillors of ID9 Council shall be paid a per diem in the amount determined by Council set forth in Appendix A.
  5. Any reimbursements for Council work, travel, lodgings or any other expenses incurred as a result of the Chair and Councillors carrying out ID9 business, in addition to their Council assignments or in addition to that which is set forth in this bylaw may be reimbursed upon motion of Council.
  6. Expense claim forms are to be submitted to the Chief Administrative Officer at minimum on a monthly basis.
  7. Appendix A sets forth the allowable rates which can be amended from time to time by motion of Council.

Bylaw 2012-04 is hereby rescinded.

READ A FIRST TIME this 8<sup>th</sup> day of May 2019.

READ A SECOND TIME this 8<sup>th</sup> day of May 2019.

READ A THIRD TIME AND PASSED this 8<sup>th</sup> day of May 2019.

AMENDED A FIRST TIME this 14<sup>th</sup> day of December, 2021.

AMENDED A SECOND TIME this 14<sup>th</sup> day of December, 2021.

AMENDED A THIRD TIME AND PASSED this 14<sup>th</sup> day of December, 2021.

AMENDED A FIRST TIME this 17<sup>th</sup> day of February, 2026.

AMENDED A SECOND TIME this 17<sup>th</sup> day of February, 2026.

AMENDED A THIRD TIME AND PASSED this 17<sup>th</sup> day of February, 2026.

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Chair

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Chief Administrative Officer

## Appendix A

### ***Meeting Remuneration Rates (Council Meetings, Assignments etc.)***

Chair:	Meeting Up to 3 Hours	\$330.00
	Meeting Over 3 Hours	\$530.00
	Meeting Over 5 Hours	\$755.00
Councillor:	Meeting Up to 3 Hours	\$295.00
	Meeting Over 3 Hours	\$460.00
	Meeting Over 5 Hours	\$655.00

### ***Transportation Remuneration***

- Airfare, Taxi Services, Parking Fees: Incurred Cost only for meetings & events approved upon motion of Council.
- Mileage per kilometre rate: Canada Revenue Agency Recommended Rates as updated annually on January 1st
  - Travel in a personal vehicle to and from Regular Council Meetings, Organizational Meetings, Special Council Meetings, and appointed committee meetings that take place within Improvement District No. 9 are eligible for mileage claims, but travel time is not to be included in the meeting length.
  - Travel in a personal vehicle to and from appointed committee meetings, pre-approved conferences, seminars, workshops, courses, meetings, and Professional Development activities that take place outside of Improvement District No. 9 are eligible for mileage claims, as well as eligible to claim travel time compensation at the meeting remuneration rates.

### ***Hotel & Lodgings Remuneration***

If away from home overnight only for meetings & events approved upon motion of Council.

- Actual Lodging Expenses Reimbursed According to Submitted Receipt

### ***Meals Remuneration Allowance (or per diem)***

These amounts provided as a per diem for those standard meal times, or parts of the day, while away from home only for meetings & events approved upon motion of Council.

If away from home for a 4 hour period or greater between midnight-10:30am

Breakfast      \$20.00

If away from home for a 4 hour period or greater between 10:30am-3:30pm

Lunch            \$25.00

If away from home for a 4 hour period or greater between 3:30pm-midnight

Dinner           \$40.00

*Note: Meals included in any registration fees, complimentary within a hotel stay, or provided during any meeting, conference or matter of Council Business will not be eligible for the per diem meal claim for that meal time or part of the day.*

*Exception: if appropriate dietary accommodations are not provided, the Councillor or Chair may submit for a meal remuneration.*

*Exception: if all members of Council attending a meeting, event, conference or other function approved upon motion of Council, they may determine to organize an inclusive team-building meal. If that is the case, no meal allowance will be paid and the full cost of the meal (less alcohol) for Council and staff will be covered.*

**Monthly Incidental Expense Allowance**

Chair	\$135.00/month
Councillor	\$70.00/month