

**BYLAW NO. 2011-587  
BEING A BY-LAW OF THE  
TOWN OF CORONATION  
IN THE PROVINCE OF ALBERTA  
TO SET THE EXPENSE REIMBURSEMENT RATES  
FOR COUNCILLORS, STAFF MEMBERS  
AND  
APPROVED COMMITTEE MEMBERS**

**WHEREAS**, the Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta, 2000, hereinafter referred to as the "M.G.A." provides for decisions of council to be made by resolution or bylaw, and

**WHEREAS**, the council is desirous of establishing rates for compensation of Councillors, Staff members and approved committee members for their out of pocket expenses while on official municipal business,

**NOW THEREFORE**, the Council of the Town of Coronation, duly assembled, enacts as follows:

1. Mileage

- a. Mileage shall be paid at \$0.505 for each kilometre travelled by each Councillor, Staff member and committee member who is travelling with their personal vehicle on business of the municipality or its committees. Such mileage shall be calculated from the place of residence of the Councillor, Staff member or committee member to the place of the meeting and return.

2. Reimbursement for Accommodations and Meals

- a. Where a Councillor, Staff member or committee member is required to travel on municipal business and overnight accommodation away from his/her regular place of residence is necessary, he/she may claim in respect of the time spent on travel status either:
  - i. reimbursement of the cost of accommodation in a hotel, motel, guest-house, inn or other similar establishment, on a receipt submitted with the municipal expense account form, or
  - ii. an allowance of \$14.00 per night
- b. In respect of each breakfast, lunch, or dinner, either:
  - i. reimbursement of the cost of the meal, excluding alcoholic beverages, and of an amount equal to the amount of the gratuity paid

on the meal to a maximum of 15% of the cost of the meal as shown on the receipt, or

ii. the appropriate meal allowance, without receipt, as follows:

breakfast - \$9.20 (if time of departure is prior to 7:30 a.m.)

lunch - \$11.60 (if time of return is after 1:00 p.m.)

dinner - \$20.75 (if time of return is after 6:30 p.m.)

c. Meal claims will be calculated based on reasonable travel times to get to and return from meeting commencement and conclusion times.

3. A Councillor, staff member or committee member may claim

a. an allowance of \$7.35 for personal expenses for each full 24 hour period on travel status.

b. reasonable telephone and parking expenses while on travel status

4. No expenses other than those listed in this Bylaw may be claimed.

5. This Bylaw comes into effect on the date of the third and final reading.

6. The passing of this Bylaw repeals Bylaw 2008-553.

First Reading given on the 28<sup>th</sup> day of March, 2011.

Second Reading given on the 28<sup>th</sup> day of March, 2011.

Third and Final Reading given on the 11<sup>th</sup> day of April, 2011.

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Mayor

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Chief Administrative Officer