

## **BYLAW NO. 04/2025**

### **A BYLAW OF THE VILLAGE OF BUENA VISTA FOR THE PURPOSE OF PROVIDING REMUNERATION TO COUNCIL**

THAT the Council of the Village of Buena Vista, in the Province of Saskatchewan, enacts as follows:

1. **SHORT TITLE**

This Bylaw may be cited as the *Council Remuneration Bylaw*.

2. **DEFINITIONS**

Whenever in this Bylaw the following words or terms are used, they shall, unless the context provides otherwise, be held to have the following meanings:

2.1. **Act** means *The Municipalities Act*;

2.2. **Chief Administrative Officer (CAO)** means the Administrator of the Village appointed pursuant to Section 110 of *The Municipalities Act*;

2.3. **Committee Meeting** means a meeting of committee, established pursuant to section 81 of *The Municipalities Act*, and held pursuant to section 122 of *The Municipalities Act*;

2.4. **Council** means the Mayor and Councillors of the Village of Buena Vista that have been duly elected by *The Local Government Elections Act*;

2.5. **Council Member** means the Mayor or a Councillor;

2.6. **Public Hearing** means a Meeting of Council or that portion of a Meeting of Council which is convened to hear matters pursuant to:

- a) *The Municipalities Act*;
- b) *The Planning and Development Act*;
- c) Any other Act; or
- d) A resolution or Bylaw of Council.

2.7. **Regular Council Meeting** means a meeting of Council held pursuant to section 122 of *The Municipalities Act*;

2.8. **Special Meeting** means a meeting other than a regular scheduled meeting called pursuant to section 123 of *The Municipalities Act*; and

2.9. **Village** means the corporation of the Village of Buena Vista and the area of land over which it has jurisdiction.

### **3. RESPONSIBILITIES**

3.1. The Council shall be responsible to:

- a) Approve remuneration rates presented as 'Appendix A';
- b) Submit requests for payment to the CAO or their designate prior to month-end;
- c) Approve the Bylaw and any other subsequent amendments; and
- d) Review this Bylaw every four (4) years, or upon changes in legislation.

3.2. The Village CAO shall be responsible to:

- a) Review all payment requests submitted by Council members for errors that would result in an overpayment;
- b) Notify Council members of any errors, discrepancies, and inconsistencies in remuneration requests;
- c) Maintain payroll records; and
- d) Ensure and oversee compliance of this Bylaw.

### **4. REMUNERATION AND REIMBURSEMENT ELIGIBILITY**

4.1. Council members shall be eligible to receive remuneration for work conducted and expenses incurred on behalf of the Village of Buena Vista for Council, Committee and other meetings, and training as identified in this Bylaw.

### **5. ELIGIBLE BUSINESS, MEETINGS AND EXPENSES**

5.1. Remuneration shall be provided to Council members for attendance at:

- a) Regular and Special Meetings of Council and Public Hearings;
- b) Other Council and Village business meetings, including:
  - i. As an appointed Council member on committee meetings, advisory or working group meetings, and community or regional board meetings;
  - ii. Meetings with other municipalities, including joint Council Meetings;
  - iii. Public planning meetings, not held as part of a Public Hearing or a Regular or Special Meeting of Council, but including open houses and information sessions; and
  - iv. Meetings with other government agencies including meetings with Member of Parliament (MP) or Member of Legislative Assembly (MLA)

c) Other Meetings as approved by Council:

- i. Conferences, conventions and zone or district meetings; and
- ii. Education and training sessions, seminars and workshops.

5.2. Council members shall be reimbursed for fuel expenses occurred while using their personal vehicles for travel to conferences, conventions, zone or district meetings, education and training sessions, seminars and workshops. Reimbursement shall be based on the actual cost of fuel used, supported by itemized fuel receipts.

5.3. Council members shall be reimbursed for meals incurred while attending conferences, conventions, zone or district meetings, education and training sessions, seminars and workshops only if the event spans a full day, subject to the following conditions:

- a) Reimbursement shall be based on a per diem rate as per 'Appendix A';
- b) Reimbursement for meals will only be provided when the event or venue does not supply the meal as part of the registration or accommodation; and
- c) Claims for gratuities or alcoholic beverages will not be reimbursed.

5.4. Council members attending out-of-town conferences, conventions, education or training sessions, and spans more than one day, the Village shall be responsible for the cost of reasonable accommodations. Administration shall be responsible for arranging and booking accommodation in advance. Whenever possible, accommodation shall be booked at the event venue or a nearby hotel offering government or conference rates.

## **6. PAYMENT REQUESTS**

6.1. Each Council member shall submit a request for payment to the CAO, or their designate before month-end. Failure to submit may result in non-payment.

6.2. The CAO, or their designate, shall review payment requests for errors that would result in an overpayment.

6.3. Errors, discrepancies, and inconsistencies in remuneration requests shall be brought forward by the CAO, or their designate, to the Council member who submitted the request.

## **7. PAYMENT FREQUENCY**

7.1. Council members shall be paid monthly.

## **8. COMING INTO FORCE**

8.1. This Bylaw shall come into force and take effect on the day of its final reading by the Village of Buena Vista Council.

SEAL

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Mayor

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Administrator

INTRODUCED AND READ a first time this 10<sup>th</sup> day of June, 2025.

READ a second time this 24<sup>th</sup> day of June, 2025.

READ a third time and adopted this 22<sup>nd</sup> day of July, 2025.

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**BYLAW NO.04/2025**  
**‘APPENDIX A’ – COUNCIL REMUNERATION RATES**

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Description	Mayor (Deputy Mayor)	Councillor
Regular or Special Council Meetings	\$150	\$130
Public Hearings	\$150	\$130
Other Meetings	\$150	\$130

Description	Half Day (<4 hours)	Full Day (>4 hours)
Workshops, Education Sessions, other out-of-town meetings	\$130	\$260

Description	
Mileage	Actual cost of fuel
Meals – per diem	Breakfast: \$15 Lunch: \$22 Supper: \$30