

## RURAL MUNICIPALITY of ST. CLEMENTS

### BY-LAW NO. 16-2021

BEING a by-law of the Rural Municipality of St. Clements  
to establish the Indemnities and Expenses for Members of Council

**WHEREAS** Section 124(2) of *The Municipal Act* provides as follows:

“124(2) A council may by by-law set the types, rates and conditions of payments to be made to or on behalf of members of the council and council committees, other than the committee of a local urban district,

- (a) as compensation for attending to municipal business;
- (b) for expenses incurred while attending to municipal business; and
- (c) for any other purpose relating to municipal business that the council considers appropriate.”

**NOW THEREFORE** the Mayor and Council of the Rural Municipality of St. Clements enact the following:

1. **Definitions** - For the purposes of this by-law, the following definitions shall apply;

- a) **Expense** means an expense incurred by a member of Council or Council Committee in attending to municipal business, and includes automobile expenses or travel allowance, travel expenses, travel health insurance, living expenses, registration and tuition fees, the costs of materials for a meeting, conference or course, out-of-pocket expenditures and any other expense provided for in a by-law passed under subsection (2)
- b) **Municipal Business** means a duty or function that a member of Council or Council Committee is required to carry out under this or any other Act or a by-law or resolution, and includes attending a meeting, conference or course of instruction that relates to municipal purposes;
- c) **Compensation** includes a fee, salary, wage or any other payment for labour or services, however determined. Monthly indemnities cover the following; attendance and preparation time for the regular meetings of Council. Conversations with Council members and staff (if applicable); conversations with rate payers be it by telephone, email or incidental face to face, proactive inspections of planning issues and road conditions. Further, the expectation is that a Council member will not charge for Remembrance Day services, attendance in parades, Christmas celebrations, volunteer or staff recognition events.
- d) **Communication Allowance** is a taxable allowance paid to Council members to compensate for telephone and internet connections required to fulfill the role of a member of Council.

**2. Compensation** - as defined in section 1.c) shall be paid as per the following table:

	Monthly Indemnity	Taxable Communication Allowance
Mayor	\$2,268.40	\$180.00
Deputy Mayor	\$1,808.89	\$120.00
Council Member	\$1,701.31	\$120.00

**3. Hourly Indemnity** - Intended for Committee of the Whole, Special Meetings of Council, and external committees, pre-approved by resolution of council or by-law. Each member of Council shall receive the sum of \$24.55 per hour for each hour performance of required duties excluded in subsection 1.c. With regards to attendance for conferences, pre-approved by resolution of council, will be for maximum of 10 hours and shall include travel time.

**4. Expenses** incurred by members of Council on duly authorized municipal business for meals, incidentals and actual kilometers driven shall be paid to the individual Council member as per monthly expense claim as per the rates in accordance with the National Joint Council Rates & Allowances <http://www.njc-cnm.gc.ca/s3/en>.

- a) Council members shall have the option of driving to out of Province conferences, however will be reimbursed an amount equivalent to the lowest cost airfare available.
- b) Meal allowance must not be claimed in instances where the conference or hotel include meals as part of the registration or accommodation cost.
- c) Council members shall be provided with a cell phone for municipal business; or at their discretion, if using their own personal phones, an additional \$65 per month allowance will be paid.
- d) Council members participating in golf tournaments pre-approved by resolution of council shall utilize the following table for submission of monthly expense claims.

Allowable Expenses	Expenses
Hours for attendance to event including travel time, attendance for golf and subsequent activities afterwards.	0 Hours
Travel	Actual Kilometers Driven
Meals	Not Allowed

**5. Time Limit for Submission** - All claims for expense reimbursement and hourly indemnity claims shall submit the claim prior to the 5<sup>th</sup> of each month. Notwithstanding the above, all claims for reimbursement must be submitted by January 31<sup>st</sup> of the following year to be eligible for reimbursement.

**6. Payments** will be made twice per month – on the 15<sup>th</sup> and 30<sup>th</sup>. The 15<sup>th</sup> direct deposit will be for the hourly charges for attendance at events and a physical cheque for any expenses submitted for the previous month. The 30<sup>th</sup> direct deposit will be for the monthly indemnity, communication allowance and cell phone allowance if applicable.

As a council term of office starts after the general elections every four years, in the election years, the indemnities and expenses will begin on November 1<sup>st</sup> and end October 31<sup>st</sup>.

eg. New council member elected – pay starts on November 1<sup>st</sup>. Old council member not re-elected – last pay will be for entire month of October.

**7. Review** - Any amounts referred to in this By-law, other than the communication and cell phone allowance shall be adjusted annually in January of each year, based on the Consumer Price Index for Manitoba for the preceding year ended November 30.

That this by-law shall be reviewed at least once during Council's term of office prior to the call of the general election.


**8. Effective Date**

That this by-law shall become effective as of January 1, 2022.

**9. Repeals**

By-Law No. 16-2018, and any amendments thereto is hereby repealed.

**DONE AND PASSED** in Council assembled at the Rural Municipality of St. Clements in East Selkirk, in the Province of Manitoba this 16th day of November, A.D. 2021.

  
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Mayor

  
\_\_\_\_\_  
Chief Administrative Officer

Read a First time this 9<sup>th</sup> day of November, A.D. 2021.  
Read a Second time this 16<sup>th</sup> day of November, A.D. 2019  
Read a Third time this 16<sup>th</sup> day of November, A.D. 2019