

RURAL MUNICIPALITY of ST. CLEMENTS

BY-LAW NO. 4-2018

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.”

AND WHEREAS the Council of the Rural Municipality deems it necessary to establish said rates of compensation for members of Council;

NOW THEREFORE the Mayor and Council of the Rural Municipality of St. Clements in council duly assembled hereby 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;
- 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.

2. Compensation of Mayor

That the Mayor of the Rural Municipality of St .Clements shall receive compensation of \$ 26,687.04 consisting of \$ 17,791.36 for indemnity and \$ 8,895.68 as a non-accountable allowance in accordance with Subsection 81(3) of *The Income Tax Act (Canada)* incident to the discharge of duties as a member of Council, which shall be paid on a monthly basis in twelve equal installments. Included in the monthly indemnity will be 2 regular council meetings plus any preparation required.

3. Compensation of Deputy Mayor

That the Deputy Mayor of the Rural Municipality of St .Clements shall receive compensation of \$ 21,349.68 consisting of \$ 14,233.12 for indemnity and \$ 7,116.56 as a non-accountable allowance in accordance with Subsection 81(3) of *The Income Tax Act (Canada)* incident to the discharge of duties as a member of Council, which shall be paid on a monthly basis in twelve equal installments. Included in the monthly indemnity will be 2 regular council meetings plus any preparation required.

4. Compensation of Councillors

That all other members of Council of the Rural Municipality of St .Clements shall receive compensation of \$ 20,015.40 consisting of \$ 13,343.60 for indemnity and \$ 6,671.80 as a non-accountable allowance in accordance with Subsection 81(3) of *The Income Tax Act (Canada)* incident to the discharge of duties as a member of Council, which shall be paid on a monthly basis in twelve equal installments. Included in the monthly indemnity will be 2 regular council meetings plus any preparation required.

5. Daily Indemnity

That each member of Council, duly authorized by by-law or resolution of Council to attend municipal business, be paid an indemnity of \$ 192.51 for four (4) hours or more consisting of \$ 128.34 for indemnity and \$ 64.17 as a non-accountable allowance in accordance with Subsection 81(3) of *The Income Tax Act (Canada)* except when the business entails a period of four (4) hours or less, in which case they will paid an

indemnity of \$96.26 consisting of \$ 64.17 for indemnity and \$32.08 as a non-accountable allowance in accordance with Subsection 81(3) of *The Income Tax Act (Canada)*. The daily indemnity applies only to events outside of the boundaries of the Municipality.

**6. Hourly Indemnity (within Municipal Boundaries)
Intended for Committee of the Whole, Special Meetings of Council, and external committees.**

That each member of Council shall receive the sum of \$ 24.07 per hour for each hour actually and necessarily spent within the boundaries of the Municipality for the performance of require duties, work or services, consisting of \$ 16.04 for indemnity and \$8.03 as a non-accountable allowance in accordance with Subsection 81(3) of *The Income Tax Act (Canada)*

7. Maximum Indemnity

The maximum indemnity payable for any one day shall be \$ 288.77. Maximum indemnity for conferences, including travel to and from is limited to a maximum \$192.51.

8. Vehicle Expenses

That each member of Council, when required to use their vehicle for municipal purposes shall be paid a travel allowance in accordance with the Treasury Board of Canada, Manitoba jurisdiction for each kilometre actually and necessarily traveled in the performance of duties. All mileage must be authorized by resolution or directly related to an agenda item. Where out of province conferences offer an alternative method of transportation (air travel) the Councilor shall be reimbursed the lowest cost option.

<http://www.njc-cnm.gc.ca/directive/index.php?lang=eng&svid=97-35>

9. Meal Expenses

That each member of Council, duly authorized to be on Council business, shall receive the rates for meal allowances and incidentals in accordance with Treasury Board of Canada, Manitoba jurisdiction or actual receipts. Meal allowance must not be claimed in instances where the conference or hotel include meals as part of the registration or accommodation cost.

<http://www.njc-cnm.gc.ca/directive/index.php?lang=eng&svid=98-17>

10. Communication Expense

That the Mayor shall receive the sum of \$ 180.49 per month incident to the discharge of duties as Head of Council to recompense communication costs incurred on Municipal business.

That all other members of Council shall receive the sum of \$ 120.32 per month incident to the discharge of duties as members of Council to recompense communication costs incurred on Municipal business.

11. Time Limit for Submission

All claims for reimbursement shall be submitted within 90 days of when the costs were incurred. Notwithstanding the above, all claims for reimbursement must be submitted by January 31st of the following year.

12. Review

THAT any amounts referred to in this By-law 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.


13. Effective Date

That this by-law shall become effective upon receiving Third Reading.

14. Repeals

By-Law No. 22-2016, 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 27th day of February A.D. 2018.



Mayor



Chief Administrative Officer

Read a First time this 13th day of February, A.D. 2018.
Read a Second time this 27th day of February, A.D. 2018
Read a Third time this 27th day of February, A.D. 2018