

RURAL MUNICIPALITY OF ST. ANDREWS

BY-LAW NO. 4393

BEING a by-law of the Rural Municipality of St. Andrews to establish the indemnities and expenses for members of Council of the Rural Municipality of St. Andrews.

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 any 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 BE IT RESOLVED THAT the Mayor and Council of the Rural Municipality of St. Andrews, in Council duly assembled, hereby enact the following:

1. DEFINITIONS

For the purpose of this by-law, the following definitions shall apply;

- (a) **“Compensation”** includes a fee, salary, wage or any other payment for labour or services, however determined;
- (b) **“District”** means within the boundaries of the Municipality, the City of Selkirk, and the Village of Dunnottar.
- (b) **“Expense”** means an expense incurred by a member of Council or Council committee in attending to municipal business, and includes vehicle or parking expenses or meal expenses, other expense listed such as travel allowance, travel expenses, travel health insurance, living expenses, registration and tuition fees, the cost of materials for a meeting, conference or course, out-of-pocket expenditures and any other expense provided for in the by-law, excluding alcohol.
- (c) **“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, event or course of instruction that relates to municipal purposes;

2. COMPENSATION OF MAYOR

That the Mayor of the Rural Municipality of St. Andrews shall receive compensation as set out in Schedule “A” attached to and forming part of this by-law, consisting of an annual indemnity which shall be paid on a monthly basis in twelve equal instalments.

3. COMPENSATION OF DEPUTY MAYOR

That the Deputy Mayor of the Rural Municipality of St. Andrews shall receive compensation as set out in Schedule “A” attached to and forming part of this by-law, consisting of an annual indemnity which shall be paid on a monthly basis in twelve equal instalments.

4. COMPENSATION OF COUNCILLORS

That all other members of Council of the Rural Municipality of St. Andrews shall receive compensation as set out in Schedule “A” attached to and forming part of this by-law,

consisting of an annual indemnity which shall be paid on a monthly basis in twelve equal instalments.

5. **REGULAR DUTIES AS A MEMBER OF COUNCIL INCLUDED IN MONTHLY INDEMNITIES**

Basic indemnities for Mayor, Deputy Mayor and Council, as established by Sections 2, 3 and 4 and Schedule "A" attached to and forming part of this By-Law, or any other succeeding by-law that refers to Indemnities and Expenses for Members of Council, shall be considered as compensation to members of Council for the regular duties associated with the position including:

- a) Attendance at a maximum of 2 regularly scheduled meetings of Council per month;
- b) Communications with constituents concerning Municipal business (via phone or e-mail);
- c) General time spent dealing with ratepayers while choosing to attend a social function, being in the general public and discussing municipal matters, including recreational activities. (i.e. golf tournaments);
- d) Dealing with ratepayers who drop in unexpectedly at the member of Council's place of residence;
- e) Dealing with calls/requests from staff, other members of Council, other government representatives and agencies, etc.;
- f) Review of agenda documentation in preparation for Council meeting.

6. **OTHER DUTIES AS A MEMBER OF COUNCIL ALLOWED AS EXPENSES**

That for these other duties sections 7, 8 and 9 of this By-Law shall apply:

- a) Attendance at committee of the whole meetings as scheduled;
- b) Attendance at meetings of boards and organizations, as authorized by resolution of Council.
- c) Site visits made within the Municipality for the purposes of gathering information or conducting research related to the business of the Municipality.
- d) Attendance at conferences, festivals, events or celebrations meetings, seminars where the member is attending as a representative of the Municipality, as authorized by resolution of Council.
- e) Attending external committee meetings, special meetings, or educational sessions.
- f) Attending a committee meeting as a non-committee member, as per Schedule "B" attached to Organizational By-law # 4377, no compensation shall be paid. If a non-committee member wishes to attend, a resolution of council is required. If council resolution is defeated the council member may attend at their own expense. If named as an Alternate member, attendance will only be allowed if the first named on the committee is unable to attend, or by resolution of council.
- g) Special meetings and consultations arranged to deal with matters of urgent concern in the Municipality, or with emergency situations, such as those provided for in the Rural Municipality of St. Andrews Emergency Plan.
- h) Actual time shall include time conducting Municipal Business including travel time to attend.

7. **HALF DAY INDEMNITY**

That each member of Council, duly authorized by by-law or resolution of Council to carry out any Municipal Business **outside** of the District, be paid an indemnity as set out in

Schedule "A" attached to and forming part of this by-law. The half day indemnity applies only to attendance that is four (4) hours or less in duration including travel time.

8. **DAILY INDEMNITY**

That each member of Council, duly authorized by by-law or resolution of Council to carry out any Municipal Business **outside** of the District, be paid an indemnity as set out in Schedule "A" attached to and forming part of this by-law, The daily indemnity applies only to attendance that is over four (4) hours but less than eight (8) hours in duration including travel time.

9. **HOURLY INDEMNITY**

That each member of Council shall receive a sum per hour as set out in Schedule "A" for each hour, including travel time, **within** the District, for the performance of Municipal Business as a member of Council.

a) This shall include attendance of any meeting by electronic means. i.e., Zoom.

b) This shall include attendance to the Red River Planning District Board meetings which, although are held **outside** of the District, are still only subject to the hourly indemnity rate.

10. **MAXIMUM INDEMNITY**

There will be a maximum indemnity payable for any one day of multiple meetings or events or when the members other duties related to Municipal Business in one day, is eight (8) hours or more in duration.

a) For any Municipal Business exclusively **outside** of the District, it will be calculated using a daily indemnity plus half day indemnity.

b) For any Municipal Business exclusively **within** the District, it will be calculated using solely the hourly indemnity rate per hour directly spent.

c) For any Municipal Business carried out **within** and **outside** of the District, it will be calculated using both the hourly indemnity in addition to the half day or daily indemnity rate.

11. **COMMUNICATION ALLOWANCE**

Each Member of Council shall be provided with a mobile phone at the beginning of their term and the Municipality shall either pay the charges associated with the use of the mobile phone directly or shall reimburse the member of Council to a maximum of the rates established in Schedule "A" per month. Each Council member will also receive compensation for internet and office supplies at the rate established in Schedule "A". Communication allowance will not increase as per Cost of Living increases.

12. **TRAVEL EXPENSES**

a) Mileage rate reimbursement for private vehicle use for attending to any municipal business and will be based on the rate in cents per km in accordance with the National Joint Council specified rate for Manitoba.

b) Parking expenses will be paid by the amount of the submitted receipt.

The Rural Municipality of St. Andrews shall pay the actual travelling and accommodation expenses of any member of Council who is required to travel outside of the Rural Municipality of St. Andrews, on business related to the interests of the Municipality, as verified by actual travel and accommodation receipts.

13. **MEAL AND INCIDENTALS EXPENSES**

Meals and incidental expenses not already paid for by the Municipality as part of a registration fee, and incurred when duly authorized by by-law or resolution of Council to attend meetings, conferences and events, will be reimbursed to members of Council

according to rates specified by the National Joint Council for the province the member of Council is in at that time.

Per meal expenses as identified in the National Joint Council are the daily rates per meal. If more than 1 meal per day is being claimed, the amounts can be combined so as to not exceed the daily limit.

Incidental expenses as identified in the National Joint council can be used for daily snacks, non-alcoholic drinks, or food outside of scheduled meals, or unforeseen expenses related to travel.

14. BENEFIT PLAN

Members of Council shall be provided coverage under the municipal health benefit package with coverage equivalent to that of the municipal employees.

15. OTHER EXPENSES

Other expenses outlined in the definition may be payable upon the passing of a resolution of Council including when attending a conference, event or dinner as a representative of the Municipality.

a) If a council member fails to attend a conference, event or dinner that has already been passed by resolution and costs to attend have been paid by the RM, i.e., meal costs, registration fees etc., those costs shall be repaid by said council member to the RM or deducted from the basic monthly indemnity unless attendance was not possible due to inclement weather, road conditions, medical reason, illness relate or an unforeseen emergency.

16. TIME LIMIT FOR SUBMISSION

All indemnity claims for payment or reimbursement shall be submitted within 30 days of when the Municipal Business took place or when the costs were incurred.

Notwithstanding the above, all claims for payment or reimbursement must be submitted by January 31st for the previous year.

17. INDEMNITY CLAIMS PAYMENT AND REIMBURSEMENT APPROVAL

The Chief Administrative Officer (CAO) shall administer this by-law.

Each Council member shall submit to the CAO on such forms as may be applicable, claims for payment of indemnities and reimbursement of costs related to Municipal Business together when applicable, the required receipts for reimbursement, for CAO review, possible adjustments where deemed warranted and approval for submission to the Municipal accounts payable payment process.

No allowance or indemnity for Municipal Business shall be paid to a Council member where the member receives reimbursement from another source.

Where a Council member has received reimbursement for Municipal Business from any other source in addition to receipt of approved indemnities or allowances as provided for by this by-law, the member shall pay to the Municipality such reimbursement.

18. ANNUAL INDEMNITIES ADJUSTMENT

That the indemnities outlined in Schedule "A" shall be annually adjusted as of January 1 of each year. The adjustment shall be based on the annual inflation rate for Manitoba for November of the previous year and may be adjusted by a resolution of council.

19. GENERAL

Indemnities charged by council members are public information. When a member of the public request indemnity information, copies of the originally submitted sheets by each member of council shall be provided for pickup or emailed.

This by-law shall continue in force and effect until repealed.

20. **EFFECTIVE DATE**

That this by-law shall become effective on the day it receives third reading, with the annual indemnities outlined in Schedule "A".


21. **REPEALS**

By-Law No. 4381 is hereby repealed.

22. **AMENDMENTS**

That Schedule "A" attached hereto and forming part of this By-Law No. 4393, may be amended from time to time by resolution of Council.

DONE AND PASSED in Council assembled at the Rural Municipality of St. Andrews at Clandeboye, in the Province of Manitoba this 12th day of March, A.D. 2024.



Mayor – Joy Sul



Chief Administrative Officer – Brent Olynyk

Read a First time this 27th day of February, A.D. 2024

Read a Second time this 12th day of March, A.D. 2024

Read a Third time this 12th day of March, A.D. 2024

By-Law #4393

SCHEDULE "A"

TOTAL COMPENSATION

November 2023 Inflation Rate	1.8%
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	Year 2023 Rate	Year 2024 Rate
<u>MAYOR</u>		
Annual Indemnity	\$28,866.88	\$29,386.48
Monthly equivalent	\$2,405.57	\$2,448.87
<u>DEPUTY MAYOR</u>		
Annual Indemnity	\$23,790.15	\$24,218.37
Monthly equivalent	\$1,982.51	\$2,018.20
<u>COUNCILLOR</u>		
Annual Indemnity	\$21,960.36	\$22,355.64
Monthly equivalent	\$1,830.03	\$1,862.97
<u>MEETING RATES</u>		
Daily Indemnity	\$292.20	\$297.46
Half Day Indemnity	\$182.51	\$185.79
Hourly Indemnity	\$28.04	\$28.55
MAXIMUM DAILY IDEMNITY	\$502.76	\$511.81

**MONTHLY COMMUNICATION
ALLOWANCE**

Internet/Office Supplies
\$100.00 Maximum

Mobile Phone
\$100.00 Maximum

Note to Communication Allowance:

Alternatively, a mobile phone can
be provided and the R.M. will pay
the charges to the maximum
allowed