

**RURAL MUNICIPALITY OF LAC DU BONNET**

**INDEMNITY AND EXPENSE BY-LAW**

**BY-LAW NO. 12-15**

**BEING** a by-law of the Rural Municipality of Lac du Bonnet to establish and authorize payment of indemnities and expenses while attending municipal business to be paid to the members of Council, and to repeal By-law 07-13;

**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 of Lac du Bonnet deems it necessary to establish said rates of compensation for members of Council;

**NOW THEREFORE BE IT RESOLVED THAT** the Council of the Rural Municipality of Lac du Bonnet in Council duly assembled, hereby enact the following:

**1. TITLE**

- 1.0 That this by-law maybe be referred to as "The Rural Municipality of Lac du Bonnet Indemnities and Expense By-law."

**2. DEFINITIONS**

- 2.0 That 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) "Council committee" means committee or other body established under the Rural Municipality of Lac du Bonnet Council's Organizational By-Law.
- c) "Expense" means an expense incurred by a member of Council or a council committee in attending to municipal business, and includes automobile expenses or travel allowance, travel expenses, 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;
- d) "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.

**3. COMPENSATION**

**REEVE**

- 3.1 That the Reeve of the Rural Municipality of Lac du Bonnet shall be paid for all regular and public works committee meetings of Council an annual amount of \$13,217.00, consisting of \$ 8,811.33 for indemnity and \$4,405.67 as a non-accountable allowance in accordance with Subsection 81(3) of The Income Tax Act (Canada), incidental to the discharge of their duties as a member of Council, and which total indemnity shall be paid monthly.

**3.2 DEPUTY REEVE**

That the Deputy Reeve of the Rural Municipality of Lac du Bonnet shall be paid for all regular and public works committee meetings of Council an annual amount of \$11,234 consisting of \$ 7,489.33 for indemnity and \$ 3,744.67 as a non-accountable allowance in accordance with Subsection 81(3) of The Income Tax Act (Canada), incidental to the discharge of their duties as a member of Council, and which total indemnity shall be paid monthly.

**3.3 COUNCILLORS**

That the Councillors of the Rural Municipality of Lac du Bonnet shall be paid for all regular and public works committee meetings of Council an annual amount of \$10,425.00, consisting of \$6,950.00 for indemnity and \$3,475.00 as a non-accountable allowance in accordance with Subsection 81(3) of The Income Tax Act (Canada), incidental to the discharge of their duties as a member of Council, and which total indemnity shall be paid monthly.

**4. BASIC INDEMNITY**

4.1 That the basic indemnity for Reeve and Council, as established by Sections 3 to 5 of this by-law, shall be considered as compensation to members of council for the regular duties associated with the position including, but not limited to:

- a) Attendance at regular meetings of council, including the Standing Committee on Public Works, and/or other meetings scheduled for the same date as the regular meeting of council;
- b) Review of agenda documentation in preparation for regular council meetings;
- c) Communications with ratepayers concerning municipal business, via phone, email or in person;
- d) Communications with other members of council, staff of the municipality, other government agencies or bodies, via phone or email;

**5. HOURLY INDEMNITY**

5.1 That all members of Council, duly authorized by by-law or resolution of council to attend municipal business shall be paid an amount of \$18.10 per hour not exceeding \$200.00 for each day consisting of \$12.07 per hour for indemnity and \$6.03 per hour as a non-accountable allowance in accordance with Subsection 81(3) of The Income Tax Act (Canada), with a minimum payment of 2 hours for each time spent performing a duty.

**6. COUNCIL APPROVED INDEMNITY**

6.1 That council approved indemnity for Reeve and Council is the approved compensation for time spent performing duties they are authorized or required to perform by resolution, and are associated with the position including, but not limited to:

- a) Attending council committee meetings;
- b) Attending special meetings, including consultations with legal representatives, other government agencies or bodies, or emergency situations;
- c) Attending conferences, festivals, events or celebrations where the member is attending as representative of the municipality, as authorized by resolution;
- d) Special trips made within the municipality for the purposes of gathering information or conducting research related to the business of the municipality;
- e) Attending meetings of boards, organizations and committees, as authorized by resolution;
- f) Actual time shall include travel time and applicable travel rates.

**7. TRAVEL AND TIME COMPENSATION**

7.1 That all members of Council shall be paid a rate as set out in the Annual Canada Revenue Agency Automobile Allowance Rates for attending to and returning from all meetings of Council and duties or services, as approved by council resolution or by-law.

7.2 That all members of Council shall be paid at the hourly indemnity for all travel time for attending to and returning from all meetings of Council and duties or services, as approved by council resolution or by-law.

**8. TRAVEL AND ACCOMODATION EXPENSES**

8.1 That the Rural Municipality of Lac du Bonnet shall pay the actual traveling and accommodation expenses, including meal allowances, of any member of Council who is required to travel outside of the Municipality on business related to the interests of the Municipality as authorized by resolution.

**9. MEAL EXPENSES**

- 9.1 That the Rural Municipality of Lac du Bonnet shall pay meal allowance of any member of council who is required to travel outside or inside the municipality, for full days to a maximum of \$65.00; or partial days will be calculated at \$15.00 – Breakfast; \$20.00 – Lunch, and \$30.00 – Dinner. If the cost of meals for full day or partial day exceeds the meal allowance, then the member must submit receipts for remuneration.

**10. COMMUNICATION ALLOWANCE**

- 10.1 That a monthly communications allowance of \$100.00 be paid to all members of council, which may be used to offset internet accounts, telephone accounts, long distance phone calls, answering services, and computer printer paper or printer ink cartridges.

**11. MEMBER EXPENSE ACCOUNT**

- 11.1 That the above council approved indemnity, travel and time costs, communications allowance and/or meal allowances, shall be paid monthly; and.

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That the said remuneration shall not be paid until an expense account showing the meeting attended, work, duty or service performed and the distance traveled, verified by statutory declaration, has been filed with the clerk and payment thereof authorized by resolution of the council; and

- 11.3 That all claims for remuneration and mileage shall be submitted by no later than 5 working days after month end.

**12. REVIEW**

- 12.1 That the basic and hourly indemnities referred to in this by-law shall be annually adjusted to follow the Municipal Employees Union Collective Agreements or to reflect Cost of Living whichever is less and will be reviewed in January of each year. Cost of Living increases will be calculated by using the Consumer Price Index (CPI) for Manitoba as published by Statistics Canada. Any newly elected officials will receive all Cost of Living increases that have occurred and will receive same indemnities and expenses as current members of Council.

- 12.2 That the adjusting hourly indemnities referred to in clause 12.1 will not be retroactive and will be effective January 1, 2016.

**DONE, PASSED AND ENACTED** by Council duly assembled in the Council Chambers of the Rural Municipality of Lac du Bonnet, in the Province of Manitoba, this 13th day of October 2015.

  
Doug Marks, Deputy Reeve

  
Tannis Lodge, Chief Administrative Officer

FIRST READING: July 28, 2015  
SECOND READING: August 18, 2015  
THIRD READING: October 13, 2015

Resolution # 2015 0394  
Resolution # 2015 0421  
Resolution # 2015 0514