

RURAL MUNICIPALITY OF LAC DU BONNET

**INDEMNITY AND EXPENSE BY-LAW
BY-LAW NO. 18-21**

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 09-19;

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 may 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 **\$15,809.03, indemnity** 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 \$13,174.19** 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 \$11,593.29** 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;
 - 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 \$22.00 per hour not exceeding \$264.00 for each day 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 when using their personal vehicle for travel shall be paid in accordance with the rates set by the Treasury Board of Canada and National Joint Council "Appendix B, Kilometric Rate".
Current rates can be found at <https://www.nic-cnm.gc.ca/directive/d10/v238/s658/en>.
- 7.2 Car Rental, when required, will be reimbursed for actual costs. These costs include car rental, fuel and liability insurance.
- 7.3 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 in accordance with the rates set by the Treasury Board of Canada and National Joint Council. Current rates can be found at <https://www.njc-cnm.gcca/directive/d0/v238/s659en>.

10. COMMUNICATION ALLOWANCE

10.1 That a monthly communications allowance of **\$150.00** 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,

11.2 That the said remuneration shall not be paid until an expense account claim form listing the meeting attended, work, duty or service performed, and the distance traveled, verified by statutory declaration, has been filed with the clerk. Verification of expenses claimed will be completed by the clerk in compliance with Indemnity and Expense By-Law prior to the approval for reimbursement.

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

11.4 That the clerk will remove ineligible expenses claimed and the expense account claim will be adjusted and reimbursed for the eligible amount.

12. REVIEW


12.1 That the basic and hourly indemnities referred to in this by-law shall be reviewed annually. Any increases to the basic indemnity and hourly rates will be calculated using the Consumer Price Index (CPI) for Manitoba as published by Statistics Canada.

12.2 Increases in the basic and hourly indemnities will be applied January 1st of each year.

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 11th day of January, 2022.



Loren Schinkel, Reeve



Sandra Broek,
Deputy Chief Administrative Officer

FIRST READING:
SECOND READING:
THIRD READING:

NOVEMBER 30, 2021
NOVEMBER 30, 2021
JANUARY 11, 2022

RESOLUTION # 2021 0685
RESOLUTION #:2021 0686
RESOLUTION #:2022 0028