

THE RURAL MUNICIPALITY OF EAST ST. PAUL

BY-LAW NO. 2024-03

Being a By-law of the Rural Municipality of East St. Paul to Establish the Indemnities to be paid to members of Council, Officers and Employees of the Rural Municipality of East St. Paul.

WHEREAS Section 124(2) of The Municipal Act, S.M. 1996, c.58 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 it is deemed expedient and in the best interest of the Rural Municipality of East St. Paul to establish the rates of indemnity and travel allowance payable to members of the Council of the Rural Municipality of East St. Paul;

NOW THEREFORE the Council of the Rural Municipality of East St. Paul, in open Council assembled enacts as follows:

DEFINITIONS

1.0 For the purpose of this by-law the following definitions shall apply:

“compensation” includes a fee, salary, wage or any other payment for labour or services, however determined;

“expense” means an expense incurred by a member of a council’ council committee or employee authorized to attend on municipal business, and includes automobile expenses or mileage, travel expenses, living expenses, meals, 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 Section 124 subsection (2) of the Manitoba Municipal Act;

“municipal business” means a duty or function that a member of a council, council committee or employee 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.

INDEMNITIES

2.0 That the Mayor of the Rural Municipality of East St. Paul shall receive in lieu of all other indemnities and allowances, except as otherwise provided in this by-law, an annual compensation as follows:

- (a) \$49,276.76 consisting of an indemnity, incident to the discharge of their duties as a member of Council, which shall be paid on a monthly basis in twelve equal instalments.
- 2.1 That the Deputy Mayor of The Rural Municipality of East St. Paul shall receive in lieu of all other indemnities and allowances, except as otherwise provided in this by-law, an annual compensation as follows:
- (a) \$41,468.17 consisting of an indemnity, incident to the discharge of their duties as a member of Council, which shall be paid on a monthly basis in twelve equal instalments.
- 2.2 That Councillors of the Rural Municipality of East St. Paul other than the Deputy Mayor shall receive in lieu of all other indemnities and allowances except as otherwise provided in this by-law, an annual compensation as follows:
- (a) \$38,865.30 consisting of an indemnity, incident to the discharge of their duties as a member of Council, which shall be paid on a monthly basis in twelve equal instalments.
- 2.3 That each member of Council duly authorized by resolution of council to travel beyond the limits of the Rural Municipality of East St. Paul on the business thereof, be paid their registration, travelling expenses and living expenses, including meals, together the following:
- (a) \$100.00 per ¼ day for two (2) hours or less.
 - (b) \$175.00 per ½ day (for hours above two (2) and up to four (4)).
 - (c) A maximum of \$250.00 per day (over 4 hours).
- 2.4 That each member of Council, for attending meetings outside of regular monthly meetings within the boundaries of the Municipality, such as special committee or special Council meetings or Governance and Priority meetings or Board of Revision meetings, or briefing meetings shall be paid an amount as follows:
- 1. \$100.00 per ¼ day for two (2) hours or less.
 - 2. \$175.00 per ½ day (for hours above two (2) and up to four (4)).
 - 3. A maximum of \$250.00 per day (over 4 hours).
- 2.5 That each member of Council shall provide their meeting indemnity expense form for each calendar month no later than 30 days after the previous month.
- 2.6 That monthly meeting indemnity expenses shall be posted in pdf format on the municipal website once confirmed through payroll by resolution of council.
- 2.7 That cost of living index shall be applied within the first 60 days of each calendar year.

CANADA LIFE

- 3.0 That each member of Council may enrol in the Canada Life benefits programs that the Rural Municipality of East St. Paul provides to all permanent employees based on Level 2 of the insurance.
- 3.1 That the cost for the insurance coverage in the Plan shall be split on a cost-share basis as follows between each member of Council and the Rural Municipality of East Paul:
- RM of East St Paul 80% Member of Council 20%

TRAVEL ALLOWANCE, MEAL, TELEPHONE REIMBURSEMENTS

- 4.0 That a travel allowance at the rate as prescribed in the Treasury Board of Canada Secretariat, Travel Directive, Appendix B – Kilometric Rates <https://www.canada.ca/en/revenue-agency/corporate/about-canada-revenue-agency-cra/travel-directive/travel-directive-appendix.html#toc2> shall be paid to members of Council to attend meetings that require travel beyond the limits of the RM of East St. Paul.
- 4.1 That a meal allowance of \$109.45 per day, consisting of \$24.35 for breakfast, \$24.65 for lunch, and \$60.45 for supper shall be paid to members when duly authorized by resolution to attend meetings as specified in 2.3 hereof. Wherever meals are included in any registration or other fee, the member shall not be given a further allowance for those meals. Rates for travel in the USA are the same as in Canada but paid in US funds.
- 4.2 That an incidental allowance of \$17.50 per day shall be paid to members when duly authorized by resolution to attend meetings as specified in 2.3 hereof.
- 4.3 That an administration allowance of \$100.00 per month shall be paid to Mayor and Council.
- 4.4 That each member of Council shall receive a cell phone allowance to a maximum of \$125.00 per month.
- 4.5 That an expense allowance shall be paid to the following upon presentation of receipts:
- Mayor
 - Deputy Mayor
 - Councillors
 - Chief Administrative Officer
 - Assistant Chief Administrative Officer
 - Manager of Finance
 - Municipal Engineer
 - Operations Manager
 - Public Services & Facilities Manager
 - Utilities Manager
 - Fire Chief

That the expense allowance shall be to a maximum amount as approved in the Rural Municipality of East St Paul Annual Financial Plan.

OFFICERS AND EMPLOYEES

- 5.0 That a travel allowance at the rate as prescribed in the Treasury Board of Canada Secretariat, Travel Directive, Appendix B – Kilometric Rates <https://www.canada.ca/en/revenue-agency/corporate/about-canada-revenue-agency-cra/travel-directive/appendix-a-cra-kilometric-rates-jan-2022.html> shall be paid to officers and employees of the Rural Municipality of East St. Paul when authorized by resolution of Council to attend the following:
- i. attending a course of instruction in Municipal Administration and Public Finance, or in taking such a course by correspondence;
 - ii. attending any other professional development courses;
 - iii. meetings and business as directed by Council:
provided in any event, the course or meeting being attended is approved as outlined in the Rural Municipality of East St Paul Training and Development Policy;
- 5.1 That the Municipality shall pay actual out-of-pocket registration, tuition, living and travelling expenses, to officers and employees of the Rural Municipality of East St. Paul as specified in 4.0 hereof, with payment for meals and incidental allowances being in accordance with that outlined in 4.1 and 4.2 hereof.
- 5.2 That non-employees, which includes, but is not limited to, citizen members of the Board of Revision, in addition to those payments outlined in 4.0 and 4.1 hereof, shall also receive an indemnity, when authorized by resolution of Council, to attend courses or meetings as follows:
1. \$100.00 per ¼ day up to two (2) hours
 2. \$175.00 per ½ day (for hours above two (2) and up to four (4))
 3. \$250.00 per day (over 4 hours)
- 5.3 That the Chief Administrative Officer and staff shall be reimbursed a travel allowance at the rate as prescribed in the Treasury Board of Canada Secretariat, Travel Directive, Appendix B – Kilometric Rates <https://www.canada.ca/en/revenue-agency/corporate/about-canada-revenue-agency-cra/travel-directive/appendix-a-cra-kilometric-rates-jan-2022.html> for conducting business and/or attending meetings held outside of the municipality.

EFFECTIVE DATE

- 6.0 That this by-law shall take effect as of the first day of January, 2024.

REPEAL

7.0 That By-law No. 2022-01 be hereby rescinded.

DONE AND PASSED by the Council of the Rural Municipality of East St. Paul, in Council duly assembled at East St. Paul, in Manitoba, this 27th day February, 2024.



Mayor
Carla Devlin



Chief Administrative Officer
Suzanne Ward

Read a first time this	13th	Day of February,	2024
Read a second time this	27th	Day of February,	2024
Read a third time this	27th	Day of February,	2024