

BY-LAW NO. 23-02

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THE RURAL MUNICIPALITY OF SPRINGFIELD

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Being a By-Law to establish the rates, taxable allowances, types and conditions of payment to or on behalf of members of the Council of the Rural Municipality of Springfield.

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WHEREAS subsection 124(2) of The Municipal Act provides that Council may by by-law set the types, rates and conditions of payments to be made to or on behalf of members of Council and Council Committees;

NOW THEREFORE BE IT ENACTED as a by-law of the Rural Municipality of Springfield, in Council assembled, as follows:

1. DEFINITIONS:

For the purposes of this By-Law:

- i. "compensation" includes a fee, salary, wage or any other payment for labor or services, however determined;
- ii. "expense" means a cost incurred by or on behalf of a member of a council or council committee in attending to municipal business, and includes mileage, travel expenses, registration for conferences or courses, out-of-pocket expenditures and any other expense provided under Section (3).
- iii. "Municipal business" means a duty or function that a member of a council or council committee is required to carry out under the Municipal Act or any other Act, By-Law or Resolution, and includes attending a meeting, conference, course of instruction, or special assignment of council, that relates to municipal purposes;

2. COMPENSATION:

- i. That effective on, from and after the date this by-law is passed, the annual compensation or basic indemnity for each member of Council of the Rural Municipality of Springfield shall be \$36,720 per annum;
- ii. That the Mayor shall receive additional compensation of \$10,000.00 per annum;
- iii. That the Deputy Mayor shall receive additional compensation of \$1,200.00 per annum;

iv. Basic Indemnity is in consideration of duties within the RM of Springfield:

- The general day to day activities of the Mayor and Council, examples include:
  - Meetings with residents
  - Site inspections (flooding, drainage, road issues, etc.)
  - Meetings with CAO and Staff
  - Board and Committee meetings
- Regular and Special Council Meetings;
- Planning and Training Meetings;
- Budget meetings;
- Information meetings or discussions related to Municipal business examples include:
  - Meeting with Lawyers
  - Hearings (E.g., Manitoba Clean Environment Commission (CEC))
  - Municipal Board Hearings
- Attendance at local functions such as grand openings, charity functions or community events;
- Any and all other activities undertaken within the RM of Springfield representing the Municipality as a Member of Council other than those listed under Per Diems.

v. There shall be paid to each member of Council who is authorized to go beyond the limits of the Municipality to attend to municipal business, a per diem of \$204.00 per day for each day that the member is actually engaged in that business, a day being deemed to be a period of time not less than 6 hours in duration. Meetings less than 6 hours will be compensated at a rate of \$25.50 per hour. The maximum daily compensation for attending meetings and charging hourly rates cannot exceed \$204.00 per day. Authorized meetings include fraternal organizations such as Association of Manitoba Municipalities (AMM), Federation of Canadian Municipalities (FCM), Association of Rural Municipalities (ARM), or those expressly designated by a resolution of council or as an appointed member to a Board, Commission, or other recognized organization that the Municipality belongs to.

vi. Members of Council may claim per diems for attending the following events outside the RM of Springfield:

- Approved conferences or training events:
  - AMM, FCM, ARM or any additional events passed by resolution of council.
- Formal Committee, board, foundation or society meetings, as the designated Council representative. Formal meetings are defined as those meetings for which minutes are kept for each meeting and approved by motion of the committee, board, foundation, or society at subsequent meetings.

- vii. Per diems shall not be paid for attendance at the following:
  - General public appearances at community events, examples include;
    - Canada Day
    - Remembrance Day
    - Parades
  - Attendance at political party functions.
  - Attendance at political party fundraisers of any type.
- viii. Each member of Council shall receive once per term a personal protective equipment allowance of two hundred fifty dollars (\$250.00) upon receipt of proof of payment.
- ix. Compensation will be paid on the last day of each month.
- x. Cost of living (COLA) increase will be applied annually equal to the COLA increase percentage applied to non-union employees unless a Councillor opts out of receiving the increase.

### 3. EXPENSES:

- i. That while traveling to attend to municipal business within the limits of the Rural Municipality of Springfield involving the use of a member's private passenger vehicle, each member shall be compensated based on the most current allowance as per CRA guidelines.
  - Members of Council may claim mileage up to \$100.00 per month for meetings with RM of Springfield residents.
- ii. Mileage reimbursement is not eligible for the following;
  - Council meetings
  - Committee of the Whole meetings
  - Working Group meetings
  - Budget meetings
  - Planning meetings
  - Special meetings
  - Mileage to RM buildings
- iii. That while attending to municipal business or taking a duly authorized journey on municipal business outside of the limits of the Rural Municipality of Springfield, each member of the Council shall be compensated based on the most current allowance as per CRA guidelines for the use of a member's private passenger vehicle, to a limit established by a policy approved by Council, or on production of receipts, the actual costs paid for alternate modes of travel, and the actual costs paid for lodgings, meals, registration fees, courses or conferences.

### 4. HEALTH BENEFITS PLAN

- i) Each member of Council shall be entitled to health benefits coverage

under the Western Financial AMM Health Insurance Program that includes Group Coverage for Global Medical Assistance, Prescription Drug Benefits, Dental Care Benefits, and Health Care/Vision Care Benefits. It is mandatory to enroll for partial coverage (Life Insurance Plan). The maximum age for coverage under the plan is seventy (70).

- ii) Premiums for coverage are paid on an employee one third, employer two thirds basis.

5. STATUTORY DECLARATION

- i) That no payment of compensation or expenses shall be made to any member of the Council of the Rural Municipality of Springfield until an account of such work, services, business, and expenses verified by statutory declaration and actual receipts for the expenses claim have been filed with the Chief Administrative Officer of the municipality.

6. REPORTING

- i) That a schedule showing the compensation and expenses paid individually to each Council member be appended to and form part of monthly financial statements of the Rural Municipality of Springfield.

7. RESCINDING AUTHORITIES

- i) That By-Law 19-02 of the Rural Municipality of Springfield be and is hereby rescinded.

DONE & PASSED as a By-Law of the Rural Municipality of Springfield at Oakbank in the Province of Manitoba this 6<sup>th</sup> day of **June** A.D. 2023.

Patrick Therrien  
Mayor

Colleen Draper  
Chief Administrative Officer

READ a first time this 16<sup>th</sup> day of **May**, A.D. 2023.  
READ a second time this 6<sup>th</sup> day of **June**, A.D. 2023.  
READ a third time this 6<sup>th</sup> day of **June**, A.D. 2023.