

TOWN OF NIVERVILLE

BY-LAW NO. 867-24

Being a by-law of the Town of Niverville to provide payment of indemnities to members of Council and payment of traveling expenses to members of Council.

WHEREAS The Municipal Act, C.C.S.M. c. M225, provides as follows:

Section 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 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 to review the indemnities of Council and the traveling and living expenses of members of Council;

NOW THEREFORE, the Council of the Town of Niverville in Council assembled hereby enacts as a by-law as follows:

1. THAT effective January 1, 2025, the total annual compensation for members of Council for their attendance at all meetings of Council and performing the regular duties in connection with the carrying on of the business and affairs of the municipality within the corporate boundaries of Niverville.


(a)	For the Mayor	\$28,807.68 per annum
(b)	For the Deputy Mayor	\$20,862.96 per annum
(c)	For the Councillors	\$18,877.08 per annum
2. THAT effective January 1, 2025 each member of Council be paid as per Canada Revenue Agency per kilometer reimbursement rates for the use of private vehicles on prior authorized non-committee government business taking place outside the corporate limits of the Town of Niverville, as approved by resolution of Council or Paragraph 3 (e).
3. THAT effective January 1, 2025 where a member of Council is engaged in an event sanctioned by Council via resolution in advance of the event outside of the corporate boundaries of Niverville:

the member of Council shall be provided with an indemnity as follows:

- (a) \$52.50 flat rate for any meeting 2 hours or less OR
- (b) \$125.00 per half day for any meeting greater than 2 hours and less than 4 hours OR
- (c) \$250.00 per full day for any meeting greater than 4 hours.
- (d) For the purposes of time calculation on out-of-town meetings, travel time shall be considered part of the time and shall be calculated at 1 minute per kilometer of travel.
- (e) Council members are pre-authorized to attend a maximum of six (6) out of Town meetings per year related to business conducted on behalf of their portfolios, subject to approval by either the Mayor or Chief Administrative Officer (CAO).
- (f) That all claims for expenses must be submitted for consideration by the 7th of the month following the one in which the expenses occurred, with reimbursement to be included with monthly indemnity.

4. THAT reimbursement for eligible meal expenses shall be as per the attached Schedule "A" and "Schedule "B".
5. THAT all Council members attending Niverville's Annual Planning Session are eligible for reimbursement as per the rates outlined in Paragraph 3, whether the meeting is held locally or outside the corporate boundaries of Niverville.
6. THAT each eligible member of Council be reimbursed \$33.90 per month for usage of an electronic communication device that can both receive and transmit emails and SMS texts or other such communication and that eligibility will be determined by the CAO.
7. THAT each eligible member of Council using a personal device for reading and editing digital files be reimbursed \$250.00 per annum (to be paid on October 1st annually), or alternately, the Town will provide a device that allows for the reading and editing of digital files. Eligibility will be determined by the CAO based on the current standards used within the municipal Town office.
8. THAT By-law 859-23 is hereby repealed effective the 31st of December 2024.

DONE AND PASSED by the Council of the Town of Niverville, in Council assembled, in the Council Chambers, at the Town of Niverville, in Manitoba, this 17th day of December A.D. 2024.



Mayor



CAO

Given 1st Reading this 3rd day of December, A.D. 2024.

Given 2nd Reading this 3rd day of December, A.D. 2024.

Given 3rd Reading this 17th day of December, A.D. 2024.

SCHEDULE "A"

EXPENSES - MEALS

Meals - Eligibility for Claims

- 1. Breakfast: A member of Council is expected to have had breakfast before the start of the day's work, even though some travel may be necessary before the recognized starting time. Exception to this pattern and cost of breakfast may be claimed when:
 - a) the member of Council is in travel status; or
 - b) the member of Council has been traveling for more than one hour on Town business before the recognized time for the start of his/her day's work.

- 2. Lunch: A member of Council may claim the cost of lunch when:
 - a) in travel status; or
 - b) outside the Town limits which would cause him/her to disrupt his/her normal mid-day or mid-shift meal arrangements.

- 3. Dinner: A member of Council and his/her spouse may only claim the cost of a dinner meal when:
 - a) in travel status; or
 - b) traveling on Town business and not expected to arrive back to his/her residence before 6:30 p.m., were a meal break not taken.

Meal Expenses - Travel Within the Province

- 1. A member of Council who is eligible may claim the allotted expense as herein specified for the purchase of meals, with itemized receipts.
 - a) Revised January 1, 2025 Individual Meals

<u>Breakfast</u>	<u>Lunch</u>	<u>Dinner</u>
\$20.00	\$30.00	\$35.00

- 2. For each full day in travel status an eligible member of Council may claim a per diem allowance in lieu of individual meal claims to cover the cost of purchased meals as follows:
 - a) Effective January 1, 2025 Per Diem Allowance
\$85.00

SCHEDULE "B"



TOWN OF NIVERVILLE-HUMAN RESOURCES

POLICY NO. HR2-16: **EXPENSES POLICY-TOWN PAID OR REIMBURSED**

EFFECTIVE DATE: **September 20, 2016** **RESOLUTION# 271-16**

REVISION DATE: **November 15, 2022** **RESOLUTION# 330-22**

Purpose: To Expand/clarify payable expenses while on Town business. This includes expenses paid directly by Town credit cards/cheques or employee reimbursement.

Policy: Non-allowable Expenses:

1. Laundry or cleaning services, except for trips over one week
2. Valet services, unless pre-approved for special needs
3. Meals provided at no cost or included in the conference registration fee or accommodation arrangements.
4. Tobacco
5. Alcoholic beverages unless approved prior by both Mayor and CAO
6. Hotel Room snacks
7. First class or Business Class travel when economy class is available. Business Class may be approved by CAO if flights are over 4 hours in duration.
8. Fines, forfeitures or penalties
9. Vehicle rent by an employee except as pre-approved by the CAO
10. Travel Costs and Registration of a spouse, unless it is expected for the spouse to attend, must have prior approval of CAO
11. Loss or damage to personal property
12. Entertainment (movie rentals, etc.)
13. Non-itemized receipts
14. Any amounts over the allotted expenses set out in Per Diems, unless specifically approved by the CAO