

TOWN OF NIVERVILLE

By-Law No. 868-24

Being a By-law fixing remuneration and rates of pay for the year 2025.

WHEREAS under The Municipal Act C.C.S.M. c. M225 the government of Manitoba has authorized the Council of each municipality to provide for payment of all municipal officers and employees and shall fix remuneration of any officer or employee whose remuneration is not fixed by an Act of the Legislature;

NOW THEREFORE the Council of the Town of Niverville, in open Council duly assembled enacts as follows:

REMUNERATION

- 1. THAT an employee employed with the Town when this By-law is passed by Council shall be provided a remuneration in accordance with salaries as per Schedule "A", effective January 1, 2025.
- 2. THAT the Mayor and/or the Chief Administrative Officer (CAO) are authorized to enter into Employment Agreements with employees where such agreements are applicable.

EMS & FIRE DEPARTMENT

- 3. (a) THAT the individuals appointed to the Fire Executive shall each receive an annual honorarium as follows:

Fire Chief	\$ 1,352.88 per month
Deputy Fire Chiefs (2)	\$ 919.28 per month per deputy

- (b) THAT all volunteer fire fighting and First Responders personnel be paid a per diem rate as follows:

Tier 1	Probationary Member	\$ 18.50
Tier 2	Probationary Trained Member	\$ 21.50
Tier 3	Level 1 Trained Fire	\$ 23.50
Tier 4	> 5 years with Niverville & Level 1 or Level 2 Trained Fire or Captain with Niverville or Lieutenant with Niverville or Licensed EMS Member	\$ 25.50
Tier 5	Fire Chief or Deputy Chiefs	\$ 27.50
i. meetings and training		Tier Rate x 1 per meeting
ii. firefighting and First Responders		Tier Rate x number of hours on a call (minimum 1 hour per call)
iii. EMS after hours premium (11pm-6am)		Additional \$ 2.50 per hour to Tier Rate (minimum 2 hours per call)
iv. CAO authorized conference attendee		Tier Rate x 5 per day
v. All day training sessions		Tier Rate x ½ number of hours

ALL EMPLOYEES

- 4. THAT all employees shall be paid for eligible meal and mileage expenses as per Schedule "B".

5. THAT where deemed necessary by the CAO (examples include, but not limited to: permanent employees who are part of the Town's management team or are required to be on-call), the Town shall provide the employee with a cell phone. Other employees outside of this group are expected to come to work with a cell phone and provide that number to their manager as part of their employment agreement.
6. THAT compensation for on-call Operations employees be set at \$2.75 per hour or \$338.25 per week on-call, with a \$24.75 premium when a statutory holiday (including August Civic, Boxing Day and Remembrance Day) falls during the on-call week.
7. THAT casual or temporary employees shall be paid at minimum the provincial minimum wage, or as determined by the Department Manager.
8. THAT all actively employed employees who are participating in the Municipal Employees Benefits Program (MEBP) or would have participated had they not been exempt due to age ineligibility, are entitled to an annual personal development benefit consisting of any formal educational or personal well-being program that the employee engages in with a third party who is recognized as a service provider in that profession. Prior approval must be obtained from the CAO to ascertain that the program qualifies for this reimbursement. Maximum annual benefit is \$400.00 per employee. The percentage of annual available benefit will be determined by the total pensionable (MEBP) service from the previous calendar year. The benefit must be used in the year it is awarded and cannot be carried forward to a subsequent year. This benefit shall be a taxable benefit as per Revenue Canada.
9. The Town effective January 1, 2025 shall provide eligible employees with benefits as follows:
  - a. Pension Plan – cost shared equally between the Employer and Employee
  - b. Health and Dental Benefits
    - i. Employer contribution – 70% of the premium fees
    - ii. Employee contribution – 30% of the premium fees
  - c. Long Term Disability and Employee Assistance Program – Employee Contribution 100%.
  - d. Employee Assistance Program
    - i. Employer contribution – 70% of the premium fees
    - ii. Employee contribution – 30% of the premium fees
10. THAT By-Law No. 860-23 is hereby repealed at the end of the day on the 31<sup>st</sup> of December 2024.

DONE AND PASSED by the Council of the Town of Niverville, duly assembled in Niverville, Manitoba, this 17<sup>th</sup> day of December 2024.

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Chief Administrative Officer

Given 1<sup>st</sup> reading this 3<sup>rd</sup> day of December 2024.  
Given 2<sup>nd</sup> reading this 3<sup>rd</sup> day of December 2024.  
Given 3<sup>rd</sup> reading this 17<sup>th</sup> day of December 2024.

**SCHEDULE "A"**  
**TOWN OF NIVERVILLE 2025 REMUNERATION SCHEDULE**

**ADMINISTRATION**

<u>Position</u>	<u>Range</u>
Chief Administrative Officer *	\$68.00/hr - \$90.00/hr
Director of Planning & Development *	\$35.00/hr - \$44.00/hr
Manager of Finance	\$35.00/hr - \$43.00/hr
Director of Human Resources & Payroll *	\$33.00/hr - \$43.00/hr
Director of Communications & Public Relations *	\$26.00/hr - \$35.00/hr
Planning Clerk	\$24.00/hr - \$32.00/hr
Safety Officer	\$24.00/hr - \$32.00/hr
Accounts Clerk	\$20.00/hr - \$25.00/hr
Tax Clerk	\$20.00/hr - \$25.00/hr
Permits Clerk	\$16.00/hr - \$23.00/hr
Administration Clerk	\$16.00/hr - \$22.00/hr
Utility, Bylaw, Cemetery Clerk	\$16.00/hr - \$22.00/hr
Reception	\$15.80/hr - \$21.00/hr

**PROTECTIVE**

Police Administration	\$18.00/hr - \$27.00/hr
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**OPERATIONS**

Director of Operations *	\$39.00/hr - \$53.00/hr
Manager of Utilities & Inspections	\$34.00/hr - \$44.00/hr
Supervisor of Fleet Maintenance	\$28.00/hr - \$36.00/hr
Utilities & Inspection Technician	\$20.00/hr - \$28.00/hr
Maintenance Technician	\$20.00/hr - \$28.00/hr
Operator / Operations	\$15.80/hr - \$28.00/hr

**BEAUTIFICATION (SEASONAL)**

Supervisor of Beautification	\$18.00/hr - \$25.00/hr
Beautification (Seasonal)	\$15.80/hr - \$19.50/hr
Seasonal/Casual (Grass, Compost)	\$15.80/hr - \$19.00/hr

### **ENGINEERING**

Manager of Engineering *	\$34.00/hr - \$45.00/hr
Engineering Intern	\$15.80/hr - \$21.00/hr

### **RECREATION**

Director of Recreation & Wellness *	\$27.00/hr - \$40.00/hr
Manager of Recreation Administration	\$25.00/hr - \$33.00/hr
Manager of Recreation Maintenance	\$22.00/hr - \$28.00/hr
Supervisor of Recreation Camps Programming	\$22.00/hr - \$30.00/hr
Supervisor of Recreation Maintenance	\$19.00/hr - \$25.00/hr
Recreation Coordinator	\$18.00/hr - \$25.00/hr
Recreation Maintenance III	\$18.00/hr - \$28.00/hr
Recreation Desk Supervisor	\$18.00/hr - \$20.66/hr
Recreation Camps Supervisor	\$18.00/hr - \$20.66/hr
Recreation Canteen Lead	\$18.00/hr - \$20.66/hr
Recreation Desk	\$15.80/hr - \$18.58/hr
Recreation Camps	\$15.80/hr - \$18.58/hr
Recreation Maintenance	\$15.80/hr - \$18.58/hr
Seasonal/Casual (Canteen, other)	\$15.80/hr - \$18.58/hr

### **HEALTH**

Director of Health Services *	\$25.00/hr - \$35.00/hr
Reception Supervisor	\$20.00/hr - \$27.00/hr
Reception Staff	\$17.00/hr - \$23.00/hr

\* Designated Member of Town Management Team

SCHEDULE "B"

EXPENSES - MEALS

MEALS - ELIGIBILITY FOR CLAIMS

1. Breakfast - An employee 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. Exceptions occur to this pattern and cost of breakfast may be claimed when:
  - a) the employee is in travel status; or
  - b) the employee has been traveling for more than one hour on Town business before the recognized time for the start of their day's work.
2. Lunch - An employee is expected to make their own arrangements to provide or purchase lunch, or the mid-day or mid-shift meal. Cost of lunch may be claimed when:
  - a) the employee is in travel status; or
  - b) the employee is outside the Town limits which would cause the employee to disrupt their normal mid-day or mid-shift meal arrangements.

The inability of the employee to return to their home or residence does not constitute grounds for claim for the cost of a purchased meal.
3. Dinner - An employee may only claim the cost of a dinner meal when:
  - a) the employee is in travel status; or
  - b) the employee has been traveling on Town business and not expected to arrive back to their residence before 6:30 p.m., where a meal break is not taken.

MEAL EXPENSES - TRAVEL WITHIN & OUTSIDE  
THE PROVINCE

1. An employee who is eligible may claim the allotted expense as herein specified for the purchase of meals, with itemized receipts.

	<u>Individual Meals</u>		
	<u>Breakfast</u>	<u>Lunch</u>	<u>Dinner</u>
a) Revised January 1, 2025	\$20.00	\$30.00	\$35.00
2. For each full day in travel status an eligible employee may claim a per diem allowance in lieu of individual meal claims to cover the cost of purchased meals as follows:

	<u>Per Diem Allowance</u>
a) Effective January 1, 2025	\$85.00

MEAL ALLOWANCES DURING OVERTIME WORK

Where special circumstances arise, i.e., special emergencies, and an employee is required to work extended hours in connection with that emergency, with the authority of the Department Manager, the employee may claim the cost of purchased meals appropriate to the period worked, as provided for under "Meal Expenses - Travel within the Province."

MILEAGE EXPENSES

That each employee shall be paid as per Canada Revenue Agency per kilometer reimbursement rates for the use of private vehicles on prior authorized (manager level approval required) business taking place outside the corporate limits of the Town of Niverville.

## **TIME CALCULATION**

Hours worked: That each employee attending an authorized workshop, conference or similar event held outside of the Town of Niverville calculate their hours worked as the start time of the event to the end time of the event less 1 hour for a lunch break (not paid) plus travel time as noted below.

Travel Time: That each employee be paid for travel time to authorized events held at a location outside the Town of Niverville, calculated as the actual travel time from Niverville (unless prior authorization for travel time calculated directly from residence to event) and back with travel time calculated as arriving just prior to/after the official starting/ending time of the event.