

**THE MUNICIPALITY OF HARRISON PARK  
BY-LAW NO. 116**

**BEING A BY-LAW TO ESTABLISH COMPENSATION AND  
REIMBURSEMENT OF EXPENSES FOR MEMBERS OF  
COUNCIL.**

**WHEREAS** Part 3 Division 6 of The Municipal Act, C.C.S.M., c.M225, Section 124 authorizes the Council of a municipality to set the types and rates and conditions of payments to be made to or on behalf of Members of the Council and Council Committees;

**THEREFORE**, the Council of The Municipality of Harrison Park enacts as follows:

**1) Definitions**

- a) **“compensation”** includes a fee, salary, wage or any other payment for labour or services, however determined; and pursuant to Section 81(3) of The Income Tax Act, one third (1/3) of such compensation shall be deemed as expense allowance. (*Income Tax Interpretation Bulletin IT-292*)
- b) **“expense”** means an expense incurred by a member of council or council committee in attending to municipal business, and includes automobile expenses or mileage, travel expenses, living expenses, 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 subsection(2);
- c) **“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.
- d) **“municipality”** shall mean the Municipality of Harrison Park.
- e) **“council”** shall mean the Council of the Municipality of Harrison Park.
- f) **“monthly compensation”** shall mean a monthly compensation paid to a member of Council to attend all Council meetings of the Municipality.
- g) **“travel time”** shall mean the indemnity paid to a member of council at the hourly compensation rate for each hour a member of council spends in travelling to any committee meeting, or any other meeting with respect to municipal business, each way from his place of residence within the Municipality or property within the Municipality to the place of the meeting, except that the maximum hours that can be paid for travel time in any one day shall not exceed 8 hours. A member of council shall not be eligible for travel time to and from any council meeting.
- h) **“hourly compensation”** shall mean the compensation paid to a member of Council in attending External Meetings, Committee Meetings, Information Meetings, Municipal Meetings, Investigative Meetings, or Public Meetings including travelling time, where the hours actually spent do not exceed 8 hours in a day.

- i) **“council meeting”** shall mean a regular or special meeting of the Council of the Municipality, whether such meeting is within the boundaries of the Municipality, or outside the boundaries of the municipality.
- j) **“committee meeting”** shall mean a meeting on Municipal business of a standing committee of Council and include a meeting of the committee of the whole but shall exclude a committee of the whole meeting during a council meeting.
- k) **“external meeting”** shall mean a meeting for Municipal business attended by a member of council to represent the Municipality on any board, organization or committee/to which council has appointed the member to such board, organization or committee, and shall also include a meeting attended by a member of council to meet with local service or non-profit organizations, business organizations, residential associations, federal, provincial department government representatives and/or their agencies or crown corporations, whether such meeting is within or outside the boundaries of the municipality.
- l) **“information meeting”** shall mean a meeting, seminar, or instructional course related to municipal business where information or instruction is given or presented to members of council to educate and assist members of council to improve their skills and knowledge of municipal affairs, provided prior council approval is authorized by resolution to attend such information meetings.
- m) **“municipal meeting”** shall mean a meeting held with other municipal Councils to discuss municipal business or any matters of common municipal business related to investigating or providing municipal services, and shall include:
  - a. District Meetings of the Association of Manitoba Municipalities
  - b. Mayors, Reeves, and CAOs meeting of the Association of Manitoba Municipalities.
  - c. Annual Municipal Officials Seminar of the Association of Manitoba Municipalities
- n) **“conference”** shall mean an annual conference of the Association of Manitoba Municipalities.
- o) **“public meeting”** shall mean a meeting approved and authorized by resolution of council to be conducted by council to provide and inform the general public of the affairs and municipal business of the municipality.
- p) **“investigative meeting”** shall mean a meeting with a resident or ratepayer of the municipality to investigate a concern or matter related to the municipal business of the municipality, raised by a ratepayer or resident, and shall also include an investigation by a member of council to inspect the condition of a municipal road, drainage ditch, or other physical infrastructure condition of the municipality.
- q) **“traveling expense”** shall mean an expense paid to a member of Council for actual expenses incurred by a member authorized to travel on municipal business or to any meeting on Municipal business, and for greater certainty shall mean the operation of a motor vehicle at that members expenses, based upon the approved rate per kilometre each way from the members place of residence within the Municipality or property within the Municipality to the place of the meeting or business conducted.

- r) **“accommodation expense”** shall mean the actual cost of daily and overnight accommodation beyond the boundaries or within the boundaries of the municipality incurred while attending to meetings for municipal purposes.
  - s) **“meal expense”** shall mean the expense paid per meal to a member of Council while attending any meetings or conferences on municipal business in accordance with Schedule “B”.
  - t) **“incidental expenses”** shall mean the actual expenses incurred by a member of council while attending a meeting or conference on municipal business for such things as registration fees, course or instructional fees, course or instructional materials, and/or vehicle parking expenses.
- 2) That effective May 1, 2022, members of council of the Municipality shall be paid a monthly rate of compensation, subject to Clause 3 of this By-law, for council meetings in accordance with Schedule “A” of this by-law, such monthly rate of compensation includes attendance to two regular meetings of council. If special meetings of council are called, a member of council shall be paid in accordance with either Clause 4 or Clause 5 of this By-law.
  - 3) That effective May 1, 2022, and subject to Clause 8 of this By-law, members of council of the municipality shall be paid the daily rate of compensation for attending an External Meeting, Information Meeting, Municipal Meeting, or Conference in accordance with Schedule “A” of this by-law, where such meeting or conference exceeds 6 hours per day, including travel time.
  - 4) That effective May 1, 2022, and subject to Clause 8 of this By-law, members of council of the municipality shall be paid the hourly rate of compensation for attending an External Meeting, Information Meeting, Municipal Meeting, Committee Meeting, Investigative Meeting, or Public Meeting in accordance with Schedule “A” of this by-law, where such meeting does not exceed 6 hours, including travel time.
  - 5) Subject to Clause 8 of this By-law members of council shall be reimbursed for duly authorized expenses as provided in this by-law in accordance with Schedule “B” of this by-law.
  - 6) That members of council shall at their regular meeting of council, submit an account for monthly, daily and hourly compensation and expenses for their attendance at meetings in the previous month, and such account shall specify the date of the meeting, the type of meeting, its general purpose, the travelling expense incurred, complete with receipts as required, and such account for compensations and expenses shall be verified under statutory declaration and signed by the member of council, and submitted to the Chief Administrative Officer (hereinafter referred to as the C.A.O.)
  - 7) The C.A.O. shall review the accounts submitted by members of council for monthly compensation and expenses. Where in the opinion of the C.A.O., the C.A.O. questions an account or claim submitted by a member of council the C.A.O. shall review, discuss, or clarify the account with the claimant. Where upon the completion of the review with the claimant, the C.A.O. is still doubtful about whether a claim is within the provision of this by-law, the C.A.O. shall refer the matter to the council for a ruling on the matter, and the decision of the council as to whether the compensation or expenses be approved shall be final and binding.

- 8) The Signing Officers of the municipality shall not pay out any claim or accounts for compensation or expenses to members of council unless duly approved by Council.
- 9) That Schedule "A" and Schedule "B" are hereto attached as part of this by-law and form part of this by-law.
- 10) Wherever the masculine gender is used herein, it shall be deemed to include the feminine gender or the neuter gender, and wherever the singular is used herein, it shall be deemed to include the plural.
- 11) That upon the effective date of this by-law, all by-laws previously establishing indemnity rates or expenses for members of council are hereby repealed.
- 12) This by-law shall come into force and effect on May 1, 2022.

**DONE AND PASSED AS A BY-LAW OF THE MUNICIPALITY OF HARRISON PARK, IN COUNCIL DULY ASSEMBLED, AT ONANOLE, IN THE PROVINCE OF MANITOBA, THIS 28<sup>th</sup> DAY OF APRIL, A.D. 2022.**

**THE MUNICIPALITY OF HARRISON PARK**

  
\_\_\_\_\_  
Jason Potter  
Reeve

  
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Chad Davies  
Chief Administrative Officer

Read a first time this 6<sup>th</sup> day of April, A.D. 2022.

Read a second time this 28<sup>th</sup> day of April, A.D. 2022.

Read a third time this 28<sup>th</sup> day of April, A.D. 2022.



Municipality of Harrison Park

SCHEDULE "A"  
TO BY-LAW NO. 116

<u>MEETING TYPE</u>	<u>COMPENSATION TYPE</u>	<u>COMPENSATION RATE</u>
<b>COUNCIL MEETINGS</b>	<b>MONTHLY</b>	<b>~ REEVE ~ \$1,000.00 PER MONTH</b>
		<b>~ COUNCILLORS ~ \$850.00 PER MONTH</b>
<b>CONFERENCE EXTERNAL MEETING INFORMATION MEETING MUNICIPAL MEETING <i>(when meeting exceeds 6 hours per day)</i></b>	<b>DAILY</b>	<b>\$150.00 PER DAY</b>
<b>EXTERNAL MEETING COMMITTEE MEETING INFORMATION MEETING INVESTIGATIVE MEETING MUNICIPAL MEETING PUBLIC MEETING <i>(when meeting does not exceed 6 hours per day)</i></b>	<b>HOURLY</b>	<b>\$20.00 PER HOUR</b>

**Municipality of Harrison Park**

**SCHEDULE "B"  
TO BY-LAW NO. 116**

<b><u>TYPE OF EXPENSE</u></b>	<b><u>REIMBURSEMENT OR PAYMENT</u></b>
<b>TRAVELLING EXPENSES</b>	The rate paid per kilometer shall be the latest kilometric rate for Manitoba as published in the applicable Travel Directive by the National Joint Council.
<b>MEAL EXPENSES</b>	Breakfast \$10.00 Lunch \$15.00 Dinner \$20.00 or Actual amount of receipts submitted
<b>ACCOMMODATION EXPENSES</b>	Actual amount of receipts submitted
<b>INCIDENTAL EXPENSES</b>	Actual amount of receipts submitted