

Rural Municipality of Belfast, Prince Edward Island
A Bylaw to Regulate Remuneration of Council and Appointees
Bylaw # 2020 – 01

BE IT ENACTED by the Council of the Rural Municipality of Belfast as follows:

1. Title

- 1.1. This bylaw shall be known and cited as the “Remuneration Bylaw.”

2. Authority

- 2.1. Section 82 of the *Municipal Government Act* R.S.P.E.I. 1988, Cap. M-12.1., enables council, by bylaw, to establish the types, rates, and conditions of payments to be made to or on behalf of a member of the council, a member of a council committee or another person.

3. Application

- 3.1. This bylaw applies to all Council members. For greater certainty, this includes the Mayor, Deputy Mayor, Councillors, and Council Chairpersons.

4. Definitions

- 4.1. “Act” means the *Municipal Government Act* (MGA).
- 4.2. “Chief Administrative Officer” or “CAO” means the administrative head of a municipality as appointed by council under subsection 86(2)(c) of the MGA.
- 4.3. “Compensation” means a form of monetary payment for the performance of some work or service.
- 4.4. “Council” means the Mayor and other members of the council of the municipality.
- 4.5. “Councillor” means a member of council other than the Mayor.
- 4.6. “Council Committee Chairperson” means a member of council who is the chairperson of a council committee.
- 4.7. “Commission” means the Remuneration and Allowances Commission appointed pursuant to subsection 82(3) of the Act.
- 4.8. “Remuneration” means, both monetary payment for the for the performance of some work or service and non-monetary payments such as medical insurance, pension schemes, retirement benefits, etc.

5. Establishing a Remuneration Bylaw

- 5.1. Council may, by bylaw, establish the level of remuneration and reimbursement available to elected officials to ensure that:

- (a) residents who have been elected to the position of Mayor, Deputy Mayor, or Council member are provided reasonable remuneration for their service to the Rural Municipality of Belfast; and
- (b) ensure the orderly and consistent payment and reimbursement to the Mayor, Deputy Mayor, Councillors, and Council Committee Chairpersons.

6. Remuneration of Council Members

- 6.1. The Mayor shall be paid remuneration for discharge of the duties of office in the amount of **\$2,200 per year**.
- 6.2. The Deputy Mayor shall be paid remuneration for discharge of the duties of office in the amount of **\$1,360 per year**.
- 6.3. Each Councillor shall be paid remuneration for discharge of the duties of office in the amount of **\$1,160 per year**.
- 6.4. Each Council member who takes on the duties of Chairperson of a Council Committee shall be paid an additional remuneration for discharge of the duties of office in the amount of **\$100 per year**.
- 6.5. Where a Council Committee Chairperson, Councillor, Deputy Mayor or Mayor does not serve a full 12-month term (or misses three consecutive meetings without the consent of council), remuneration shall be prorated on a monthly basis for time served or part month thereof, and those monies shall stay in the general fund of the municipality.
- 6.6. Remuneration shall be paid in each of the third months on quarterly basis each year, less any deductions required by law.

7. Allowance for Expenses

- 7.1. The Mayor, Deputy Mayor and Councillors shall be reimbursed for their legitimate expenses incurred through the execution of their duties as office holders of the municipality in accordance with **Schedule A** that is attached to, and forms part of, this bylaw.

8. Remuneration of Commission Appointees

- 8.1. For the purpose of this section, “Remuneration and Allowances Commission” (Commission), appointed pursuant to subsection 82(3) of the Act, means a committee established by the municipality that has no members other than those members appointed by the Council. (*Independent Commission made up of 3 individuals from the municipality*)
- 8.2. Persons appointed by Council as members of the Commission shall receive remuneration in the amount of **\$50 per meeting**. The Chairperson of the Commission (as appointed by the majority of the members of the Commission), shall receive additional remuneration in the amount of **\$25 per meeting**.

- 8.3. Remuneration to be paid pursuant to section 8.2 above shall be paid on or about the completion of the Commission duties of performing the duties required for a Commission Recommendation to Council.

9. Revisions to this Bylaw

- 9.1. Prior to making any amendments to this bylaw that alters existing types, rates and conditions of compensation, allowances or benefits to be paid to members of Council, Council shall, in accordance with section 82(3) of the Act, appoint an independent Remuneration and Allowances Commission.
- 9.2. The Commission shall be made up 3 members (voting), who shall not be a member of council or municipal staff.
- 9.3. The CAO will provide administrative support (non-voting) to the Commission in performing the duties required for a Commission Recommendation to Council.
- 9.4. The members of the Commission shall be reimbursed for their time in accordance with the reimbursement amounts as set out in Section 8 above *Remuneration of Commission Appointees*.
- 9.5. The Commission shall review and to make recommendations to Council respecting the compensation, reimbursement or payments that should be made to members of Council, giving consideration to:
 - (a) compensation, reimbursement and payment rates of comparably-sized municipalities;
 - (b) the budgetary impact of any changes to existing types, rates and conditions of compensation, allowances or benefits;
 - (c) the impact of any changes on the ability of the municipality to ensure an active and engaged Council through the recruitment of candidates for election; and
 - (d) the time requirements associated with participation on Council and Council Committees.
- 9.6. The Commission shall report to council within 60 days of being appointed or within another time frame identified in the resolution appointing the Commission.

10. Repeal of Existing Bylaw

- 10.1. On adoption, this bylaw replaces Remuneration Bylaw #1985-01 dated March 11, 1985.

11. Effective Date

11.1. This Remuneration Bylaw, Bylaw# 2020-01, shall come into effect on April 1, 2020.

First Reading:

This Remuneration Bylaw, Bylaw# 2020-01, was read a first time at the Council meeting held on the 5th day of December, 2019.

This Remuneration Bylaw, Bylaw# 2020-01, was approved by a majority of Council members present at the Council meeting held on the _____, 2020.

Second Reading:

This Remuneration Bylaw, Bylaw# 2020-01, was read a second time at the Council meeting held on the _____, 2020.

This Remuneration Bylaw, Bylaw# 2020-01, was approved by a majority of Council members present at the Council meeting held on the _____, 2020.

Approval and Adoption by Council:

This Remuneration Bylaw, Bylaw# 2020-01, was adopted by a majority of Council members present at the Council meeting held on the _____, 2020.

12. Signatures

Mayor Garth Gillis

(signature sealed)

Chief Administrative Officer Bob Brooks

(signature sealed)

This Remuneration Bylaw, Bylaw #2020-01, adopted by the Council of the Rural Municipality of Belfast on (date) is certified to be a true copy.

Chief Administrative Officer Bob Brooks

(signature sealed)

Date

SCHEDULE A

Allowance for Council Expenses

Mileage Reimbursement

___\$0.438___ cents per kilometer travelled

Meal Reimbursement Rates *(no receipts required)*

Breakfast at the rate of: ___\$10___

Lunch at the rate of: ___\$15___

Dinner at the rate of: ___\$25___

Reimbursement Rates *(no receipts required)*

Incidentals at a rate of: ___\$5___ per day

Other Reimbursement Rates *(as required - receipts required)*

Taxis: _____

Registration: _____

Other: _____

No mileage will be paid for Council attendance at Council meetings, Council Committee meetings or for meetings held within the Rural Municipality of Belfast.

No meal allowances will be paid for attendance at Council meetings, Council Committee meetings or for meetings held within the Rural Municipality of Belfast.

Officials may be reimbursed for other expenses, incidental and necessary to their municipal duties, as approved by the council and supported by receipts.

This Schedule forms part of this Remuneration Bylaw #2020-01.