

Municipality of Warren Grove
A Bylaw to Regulate Remuneration of Council and Appointees
Bylaw # 2019-03

BE IT ENACTED by the Council of the Municipality of Warren Grove 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.

4. Definitions

- 4.1. “Act” means the Municipal Government Act.
- 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 *Municipal Government Act*.
- 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. “Commission” means the Remuneration and Allowances Commission appointed pursuant to subsection 82(3) of the Act.
- 4.7. “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 Municipality;

- (b) individuals who have been appointed by Council to municipal committees are provided reasonable remuneration for their service to the Municipality;
- (c) ensure the orderly and consistent payment and reimbursement to the Mayor, Deputy Mayor, Councillors, and committee members;

6. Remuneration of Council Members

- 6.1. The Mayor shall be paid remuneration for discharge of the duties of office in the amount of \$ 660.00 per year/meeting (council/committee) etc.
- 6.2. The Deputy Mayor shall be paid remuneration for discharge of the duties of office in the amount of \$ 515.00 per year/meeting (council/committee) etc.
- 6.3. Each Councillor shall be paid remuneration for discharge of the duties of office in the amount of \$ 365.00 per year/meeting (council/committee) etc.
- 6.4. Where a Councillor, Deputy Mayor or Mayor does not serve a full 12 month term (or misses a meeting without the consent of council), remuneration shall be prorated on a monthly basis for time served or part month thereof (or per meetings missed etc.) and those monies shall stay in the general fund of the municipality.
- 6.5. Remuneration shall be paid on or about December each year (or semi-annually, monthly, bi-weekly, etc.), less any deductions required by law.

Remuneration for the Mayor, Deputy Mayor and Councillors shall be adjusted on or about the 30th Day of March each year by a rate equivalent to the increase in the Consumer Price Index, for the calendar year most recently ended, and rounded up to the nearest dollar. [This action is optional]

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. Revisions to this Bylaw

- 8.1. 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.
- 8.2. The Commission shall be made up of 2-3 members, who shall not be member of council or municipal staff.
- 8.3. The members of the Commission shall be reimbursed for their time in accordance with the reimbursement amounts set out for appointees to committees under Section 8.

- 8.4. 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.
- 8.5. The Commission shall report to council within 120 days of being appointed or within another time frame identified in the resolution appointing the Commission.

9. Effective Date

- 9.1. This Remuneration Bylaw, Bylaw# 2019-03, shall be effective on the date of approval and adoption below.

First Reading:

This Remuneration Bylaw, Bylaw# 2019-03, was read a first time and approved by a majority of members present at the Council meeting held on the 2 day of May, 2019.

Second Reading:

This Remuneration Bylaw, Bylaw# 2019-03, was read a second time at an electronic meeting and approved by a majority of members held on the 6 June day of June, 2019.

Approval and Adoption by Council:

This Remuneration Bylaw, Bylaw# 2019-03, was adopted by a majority of Council members present at the Council meeting held on the 12 day of June, 2019.

10. Signatures

Mayor

Chief Administrative Officer

This Remuneration Bylaw adopted by the Council of the Municipality of Warren Grove on June 12, 2019 is certified to be a true copy.

Chief Administrative Officer Signature

Date

SCHEDULE A

Mileage Reimbursement

__ Cents per kilometer travelled (Provincial Government Rate)

Meal Reimbursement Rates (to be supported by receipts) – Provincial Government Rate)

Breakfast at the rate of _____

Lunch at the rate of _____

Dinner at the rate of _____

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

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

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

Note: this schedule forms part of the bylaw and may only be amended in accordance with Part 5 Division 2 of the Act.