

**Rural Municipality of West River, PEI**  
**A Bylaw to Regulate Remuneration of Council and Appointees**  
**Bylaw # 2022 – 01**

**BE IT ENACTED** by the Council of the Rural Municipality of West River 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 which includes the office of Mayor and 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 Rural Municipality of West River;
- (b) individuals who have been appointed by Council to municipal committees are provided reasonable remuneration for their service to the Rural Municipality of West River;
- (c) ensure the orderly and consistent payment and reimbursement to the Mayor, Deputy Mayor and Councillors;

## **6. Remuneration of Council Members**

- 6.1. The Mayor shall be paid remuneration in the amount of \$3,000 per year effective January 1<sup>st</sup>, 2022, and \$4,000 per year effective January 1<sup>st</sup>, 2023 for discharge of the duties of office.
- 6.2. The Deputy Mayor shall be paid remuneration in the amount of \$2,000 per year effective January 1<sup>st</sup>, 2022, and \$2,500 per year effective January 1<sup>st</sup>, 2023, for discharge of the duties of office.
- 6.3. Each Councillor shall be paid remuneration in the amount of \$1,200 per year effective January 1<sup>st</sup>, 2022, and \$2,000 per year effective January 1<sup>st</sup>, 2023 for discharge of the duties of office.
- 6.4. Where a Councillor, Deputy Mayor or Mayor does not serve a full twelve (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 and those monies shall stay in the general fund of the Municipality.
- 6.5. Remuneration shall be paid monthly, less any deductions required by law.
- 6.6. Remuneration for the Mayor, Deputy Mayor and Councillors shall be adjusted on or about the 2nd Day of January each year commencing in 2024 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.

## **7. Allowance for Expenses**

- 7.1. The Mayor, Deputy Mayor and Councillors shall be reimbursed for expenses in accordance with Schedule A attached hereto and forming part of this bylaw.

## **8. Remuneration of Appointees**

- 8.1. Subject to 6.3 to 6.6, persons, other than members of Council, appointed by Council as members of the council committees duly appointed by resolution of the Council shall receive remuneration in the amount of \$200.00 per year prorated as needed to the nearest month and payable based upon a minimum attendance of 75%, compliance with the terms of reference and fulfillment of responsibilities and expectations.

- 8.2. For any appointee who attends less than 75% of all regular and special meetings of a council committee, the remuneration shall be reduced to \$125.00 per year, prorated to the nearest month as necessary.
- 8.3. For any such appointee who attends less than 50% of all regular and special meetings of a council committee, the remuneration shall be reduced to \$75.00 per year, prorated to the nearest month as necessary.
- 8.4. Any such appointee who attends less than 50% of all regular and special meetings of a council committee without a resolution of Council shall be deemed to have resigned, notwithstanding that his or her term may not have expired.
- 8.5. Any appointees who are nominated by external organizations or who must be a member of the particular external organization in order to qualify for appointment on a council committee shall not be eligible to receive remuneration.
- 8.6. Remuneration to be paid pursuant to 6 and 8 shall be paid in the month following the completion of the task or quarterly where the work of the Committee is either on going or spanning over long periods of time, subject to the Treasurer/CAO receiving a report from the secretary of the council committee detailing the attendance of each appointee.

## **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 of one (1) individual, the Commissioner, who shall not be member of council or municipal staff.
- 9.3. The Commissioner shall be reimbursed for his/her time in accordance with the reimbursement amounts set out for appointees to committees under Section 8 or as specified in a resolution of Council at the time of appointment.
- 9.4. The Commissioner shall review and 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.

9.5. The Commissioner shall report to council within one hundred and twenty (120) days of being appointed or within another time frame identified in the resolution appointing the Commission.

## **10. Repeal**

10.1. All previous bylaws pertaining to Remuneration and/or Honorarium of Council and Appointees in the former municipalities of Afton, Bonshaw, Meadowbank, New Haven-Riverdale, and West River are hereby repealed.

## **11. Effective Date**

11.1. This Remuneration Bylaw, Bylaw# 2022-01, shall be effective on the date of approval and adoption below.

### **First Reading:**

This Remuneration Bylaw, Bylaw# 2022-01, was read a first time at the Council meeting held on the 13th day of January, 2022.

This Remuneration Bylaw, Bylaw# 2022-01, was approved by a majority of Council members present at the Council meeting held on the 13th day of January, 2022.

### **Second Reading:**

This Remuneration Bylaw, Bylaw# 2022-01, was read a second time at the Council meeting held on the 10th day of February, 2022.

This Remuneration Bylaw, Bylaw# 2022-01, was approved by a majority of Council members present at the Council meeting held on the 10th day of February, 2022.

### **Approval and Adoption by Council:**

This Remuneration Bylaw, Bylaw# 2022-01, was adopted by a majority of Council members present at the Council meeting held on the 10th day of February, 2022.

## 12. Signatures

\_\_\_\_\_  
**Mayor** (signature sealed)

\_\_\_\_\_  
**Chief Administrative Officer** (signature sealed)

BE IT RESOLVED THAT: Bylaw No. 2022-01 being a bylaw related to the rules and procedures for municipal to regulate remuneration of council and appointees, is hereby enacted as a bylaw of the Municipality and the Mayor and Chief Administrative Officer be and they are hereby authorized to sign the Bylaw and apply the Municipality's seal thereto.

Dated the 10th day of February, 2022.

\_\_\_\_\_  
Mayor (signature sealed)

\_\_\_\_\_  
Chief Administrative Officer  
(signature sealed)

**Schedule A**  
**Bylaw #2022-01**  
**Travel and Expenses Principles**

1.1 Expenses claimed by Council members associated with their role on Council and attendance at meetings, conferences, conventions, seminars, or similar events shall be routinely disclosed. All claims for travel and expenses are to be filed with the CAO on specific forms created for that purpose as contained in the Travel and Expense Policy

**2. Mileage**

2.1 No mileage will be paid to the Mayor and Councillors for attendance at Council meetings, council committee meetings, meetings held within its boundaries.

2.2 In-Province travel shall be reimbursed at the current per kilometer rate established by Canada Revenue Agency for the use of privately owned vehicles driven during business travel.

2.3 Out-of-Province travel will be reimbursed at the current per kilometer rate established by Canada Revenue Agency for the use of privately owned vehicles driven during business travel. In all such circumstances, proof of adequate insurance coverage for non-personal travel is to be provided to the CAO by the Member in advance of the travel.

2.4 Councillors are encouraged to rent a vehicle for out-of-province travel with the cost of the rental vehicle borne by the Municipality

**3. Meal Allowance**

3.1 Meal allowance for travel outside of the Municipality on Municipal business will be paid at the rates of:

- i. \$15/day for breakfast
- ii. \$20/day for lunch
- iii. \$35/day for supper

3.2 No meal allowance will be paid with respect to a meal that is provided.

**4. Other Expenses**

4.1 Councillors will be reimbursed for other expenses necessary to their municipal duties, as approved by the Council and supported by receipts.

4.2 Non-council members of Council Committees will be reimbursed for other expenses necessary to their municipal duties, as approved by the Council and supported by receipts

**N.B.**

The Municipality has adopted a Travel and Expense Policy on May 13th, 2021, which outlines various administrative matters.