

Town of Three Rivers
A Bylaw to Regulate Remuneration of Council and Appointees
Bylaw # 2022-02

BE IT ENACTED by the Council of the Town of Three Rivers 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 and non-Council members of Council committees. For greater certainty, this includes the 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 performance of some work or service and non-monetary payments such as medical insurance, pension schemes, retirement benefits, etc.
- 4.8. “Town” means the Town of Three Rivers.

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 residents who have been elected to the

position of Mayor, Deputy Mayor, or Council member are provided reasonable remuneration for their service to the Town.

- 5.2. Council may, by bylaw, establish the level of remuneration and reimbursement available to individuals to ensure that individuals who have been appointed by Council to municipal committees are provided reasonable remuneration for their service to the Town.
- 5.3. Orderly and consistent payment and reimbursement shall be made to the Mayor, Deputy Mayor, Councillors, and committee members.

6. Remuneration of Council Members

- 6.1. Members of Council shall be paid base remuneration for discharge of the duties of office, annually as follows:

	Rate effective December 7, 2022
Mayor	\$2.40 per resident
Deputy Mayor	\$1.31 per resident
Councillor	\$0.82 per resident

Rates shall be adjusted annually on April 1, by the percentage change in the Consumer Price Index for PEI from January of the year prior to January.

- 6.2. The number of residents shall be estimated annually by the Chief Administrative Officer, which estimate shall be based upon the population determined through the most recent Statistics Canada Census of Population figures, with consideration to any more recent data that may also be available, including the number of development permits issued since the census.
- 6.3. The Mayor shall be supplied with a cell phone to be returned or purchased at fair market value when he/she ceases to be Mayor. Any personal charges on the phone during the term of office of the Mayor are to be billed to the Mayor.
- 6.4. One tablet will be made available to each member elected to serve on Council and shall become the property of the member on the day he or she ceases to be a member of Council. A member of Council who accepts a tablet shall not be provided paper documents at Council and committee meetings.
- 6.5. The Town Software-as-a-Service account which enables Town-related documents and information will be disabled by Town representatives when the tablet is no longer Town property.

- 6.6. Employee Assistance Program will be made available to members of Council, and the costs will be borne by the Town.
- 6.7. Where a Councillor, Deputy Mayor or Mayor does not serve a full term, remuneration shall be prorated on a monthly basis for time served or part month thereof. Members of Council who miss more than 20% of Council (including Committee of Council) meetings, and are not granted the permission of Council to continue to receive full remuneration, shall be penalized for the number of meetings missed beyond 20%. The percentage of missed meetings in excess of 20% shall be the same percentage by which the Member's remuneration is decreased.
- 6.8. In addition to the base remuneration, members of Council who are appointed to serve on Council committees shall be paid \$25 per meeting attended for this committee work.
- 6.9. Remuneration shall be paid monthly on the last day of the month, less any deductions required by law.

7. Allowance for Expenses

- 7.1. The Mayor, Deputy Mayor and Councillors shall be reimbursed for travel and meal expenses when travelling on Town business outside the Town within the following parameters:
 - (a) Mileage for out-of-Town travel on Town business shall be paid at the Provincial Government mileage rate per kilometer.
 - (b) Meals for out-of-Town travel for Town business will be paid at the Provincial Government rates for out-of-province travel.
- 7.2. Expenses other than travel and meals related to out-of-Town travel on Town business shall be treated as follows.
 - (a) No mileage will be paid for attendance at Council meetings, Council Committee meetings or for meetings held within the Town of Three Rivers.
 - (b) No meal allowances will be paid for attendance at Council meetings, Council Committee meetings, or for meetings held within the Town of Three Rivers.
 - (c) Officials will be reimbursed for other expenses necessary to their municipal duties, as approved by the Council and supported by receipts.
 - (d) 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.

8. Remuneration of Appointees

- 8.1. For the purpose of this section, "council committee" means a Standing or Ad-Hoc committee established by the municipality that has no members other than those members appointed by the Council.

Non-Council committee members, appointed by Council as members of council committees, including committees with duties authorized under legislation of the Province, will receive remuneration in the amount of \$50 per meeting at which they were in attendance. Eligible committees include:

- (a) Planning Board
 - (b) Water and/or Sewer Corporations
 - (c) any other body the Province may require the Municipality to establish
- 8.2. Remuneration to be paid pursuant to 8.1 shall be paid annually in December, subject to the Treasurer/CAO receiving a report from the secretary of the council committee detailing the attendance of each appointee.
- 8.3. Recognition by Council of volunteer efforts is encouraged. Members of council committees and other bodies that support the municipality in realizing its goals and objectives should be recognized annually; that recognition may take the form of a meal and social event hosted by Council.

9. Revisions to this Bylaw

- 9.1. Every five (5) years, Council shall appoint an independent Remuneration and Allowances Commission to consider making any amendment to existing types, rates and conditions of compensation, allowances or benefits to be paid to members of Council and non-Council committee members.
- 9.2. The Commission shall be made up of 3 members, who shall not be members of council or municipal staff.
- 9.3. 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.
- 9.4. The Commission 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
- 9.5. The Commission shall report to council within 120 days of being appointed or within another time frame identified in the resolution appointing the Commission.

10. Repeal of Existing Bylaw

On adoption, this bylaw replaces A Bylaw to Regulate Remuneration of Council and Appointees, Bylaw 2019-10.

11. Effective Date

- 11.1. This Remuneration Bylaw, Bylaw# 2022-02, on the date of approval and adoption below, shall become effective on December 7, 2022.

First Reading:

This Remuneration Bylaw, Bylaw# 2022-02, was read a first time at the Council meeting held on the 9th day of May, 2022.

This Remuneration Bylaw, Bylaw# 2022-02, was approved by a majority of Council members present at the Council meeting held on the 9th day of May, 2022.

Second Reading:


This Remuneration Bylaw, Bylaw# 2022-02, was read a second time at the Council meeting held on the 13th day of June, 2022.

This Remuneration Bylaw, Bylaw# 2022-02, was approved by a majority of Council members present at the Council meeting held on the 13th day of June, 2022.

Approval and Adoption by Council:

This Remuneration Bylaw, Bylaw# 2022-02, was adopted by a majority of Council members present at the Council meeting held on the 13th day of June, 2022.

12. Signatures



Mayor (signature sealed)



Chief Administrative Officer (signature sealed)

This Remuneration Bylaw adopted by the Council of Town of Three Rivers on June 13, 2022, is certified to be a true copy.



Chief Administrative Officer Signature



Date