

Town of North Rustico
A Bylaw to Regulate Remuneration of Council and Appointees
Bylaw # 2023 - 03

BE IT ENACTED by the Council of the Town of North Rustico 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 and appointed committee members. 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.

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 Town;
- (b) individuals who have been appointed by Council to municipal committees are provided reasonable remuneration for their service to the Town;

- (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 \$ 4600.00 per year.
- 6.2. The Deputy Mayor shall be paid remuneration for discharge of the duties of office in the amount of \$ 3000.00 per year.
- 6.3. Each Councillor shall be paid remuneration for discharge of the duties of office in the amount of \$2500.00 per year.
- 6.4. Where a Councillor, Deputy Mayor or Mayor does not serve a full 12 month term (or misses a regular meeting without the consent of council), remuneration shall be prorated on a monthly basis for time served or part month thereof (or per regular meetings missed) and those monies shall stay in the general fund of the municipality.
- 6.5. Remuneration for the Mayor, Deputy Mayor and Councillors shall be adjusted annually on Jan 1 by a rate equivalent to the lowest percent increase approved for Town staff that year.
- 6.6. Reimbursement for fuel for travelling outside of the Town for events and meetings for Mayor and Councillors shall follow is as follows:
 - (a) Council Members shall be reimbursed for fuel when taking a personal vehicle at the monthly approved Provincial rate for the month the travel occurred (carpooling is encouraged)
 - (b) Council Members shall be paid \$18/hr for meetings attended for Council business
- 6.7. Reimbursement for the Mayor, Deputy Mayor and Councillors for their home use of internet and phone service is to be paid in the amount of \$100.00 per month.
- 6.8. Remuneration shall be paid annually each year, less any deductions required by law unless requested differently by each Councillor.
- 6.9. Neither the Mayor, nor the Deputy Mayor, nor any Councillor who chairs or serves on any committee, commission or board of the Town, shall receive any remuneration or honorarium to chair or serve on that committee, commission or board, other than the remuneration set out in this Bylaw.

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.

8. Remuneration of Appointees

- 8.1. For the purpose of this section, “council committee” means a committee or other body established by the municipality that has no members other than those members appointed by the Council.
- 8.2. Persons, other than members of Council, appointed by Council as members of the following council committees shall receive remuneration in the amount of \$400 per year:
 - (a) Wellness Centre Advisory Committee
9. For any appointee who attends less than 75% of all regular and special meetings of a council committee, the remuneration shall be reduced to \$300 per year.
10. 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 \$200 per year.
11. 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.
12. 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.
13. Remuneration to be paid pursuant to 8.2 shall be paid annually at the end of December, subject to the CAO receiving a report from the chair of the council committee detailing the attendance of each appointee.
14. The remuneration paid pursuant to 8.2 shall, where applicable, be pro-rated to the nearest month.
15. **Revisions to this Bylaw**
 - 15.1. 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.
 - 15.2. Council shall commission an independent review of the remuneration of Council Members no later than twelve (12) months prior to the date scheduled for a regular election.
 - 15.3. The Commission shall be made up of 2-3 members, who shall not be member of council or municipal staff.
 - 15.4. 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.
 - 15.5. 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.

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

16. Repeal of Existing Bylaw

16.1. On adoption, this bylaw replaces Bylaw #1-2011 Honorarium Salary.

17. Effective Date

17.1. This Remuneration Bylaw, Bylaw# 2023-03, shall be effective on the date of approval and adoption below.

First Reading:

This Remuneration Bylaw, Bylaw# 2023-03, was read a first time at the Council meeting held on the 12th day of September, 2023.

This Remuneration Bylaw, Bylaw# 2023-03, was approved by a majority of Council members present at the Council meeting held on the 12th day of September, 2023.

Second Reading:


This Remuneration Bylaw, Bylaw# 2023-03, was read a second time at the Council meeting held on the 3rd day of October, 2023.

This Remuneration Bylaw, Bylaw# 2023-03, was approved by a majority of Council members present at the Council meeting held on the 3rd day of October, 2023.

Approval and Adoption by Council:

This Remuneration Bylaw, Bylaw# 2023-03, was adopted by a majority of Council members present at the Council meeting held on the 3rd day of October, 2023.

18. Signatures


Mayor (signature sealed)


Chief Administrative Officer (signature sealed)

This Remuneration Bylaw adopted by the Council of the Town of North Rustico on October 3, 2023 is certified to be a true copy.


Chief Administrative Officer Signature


Date