

Rural Municipality of Miltonvale Park
Bylaw to Regulate Remuneration of Council and Appointees
Bylaw # 2026 – 03

BE IT ENACTED by the Council of the Rural Municipality of Miltonvale Park 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 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;
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- (b) individuals who have been appointed by Council to municipal committees are provided reasonable remuneration for their service to the Rural 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 \$ 4,000 per year as a base, plus \$50/meeting (council/committee/etc.).
- 6.2. The Deputy Mayor shall be paid remuneration for discharge of the duties of office in the amount of \$ 3,000 per year, as a base, plus \$50/meeting (council/committee/etc.).
- 6.3. Each Councillor shall be paid remuneration for discharge of the duties of office in the amount of \$1500 per year as a base, plus \$50 meeting (council/committee/etc.)
- 6.4. Any meeting that is over three hours in length shall be considered two meetings. The daily maximum meeting remuneration that a Council member can receive is \$100.
- 6.5. The Finance Chair shall be paid additional remuneration for discharge of the duties of office in the amount of \$ 1,000 per year.
- 6.6. The Planning Board Chair shall be paid additional remuneration for discharge of the duties of office in the amount of \$ 1,000 per year.
- 6.7. Any Councillor who is the chair of another Council Committee shall be paid additional remuneration for discharge of the duties of office in the amount of \$ 500 per year.
- 6.8. Where a Councillor, Deputy Mayor or Mayor does not serve a full 12-month term in a position, the base 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.
- 6.9. Remuneration shall be paid on or about the end of March, June, September, and December each year, less any deductions required by law.
- 6.10. Remuneration for the Mayor, Deputy Mayor and Councillors shall be adjusted on or about the 1st day of January 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.

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 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. Subject to 6.3 to 6.6, persons, other than members of Council, appointed by Council as members of council committees shall receive remuneration as follows:
 - a. Any resident who is appointed to Planning Board, shall be paid remuneration for discharge of the duties of office in the amount of \$500 per year as a base, plus \$50/meeting.
 - b. Any resident who is appointed to any another Council Committee, shall be paid remuneration for discharge of the duties of office in the amount of \$100 per year as a base, plus \$50/meeting.
 - c. Any meeting that is over three hours in length shall be considered two meetings. The daily maximum meeting remuneration that a resident can receive is \$100
- 8.3. Where an appointee does not serve a full 12-month term in a position, the base 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.
- 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 shall be paid on or about the end of March, June, September, and December each year, less any deductions required by law.
- 8.7. Remuneration for residents serving on committees shall be adjusted on or about the 1st day of January 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.

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 2-3 members, who shall not be member 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.
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- 9.4. 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.
- 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

10.1. On adoption, this bylaw replaces Bylaw #2022-03, the Remuneration Bylaw.

11. Effective Date

11.1. This Remuneration Bylaw, Bylaw# 2026-03, shall be effective January 1, 2027.

First Reading:

This Remuneration Bylaw, Bylaw# 20XX-XX, was read a first time at the Council meeting held on the _____ day of _____, 20XX.

This Remuneration Bylaw, Bylaw# 20XX-XX, was approved by a majority of Council members present at the Council meeting held on the _____ day of _____, 20XX.

Second Reading:

This Remuneration Bylaw, Bylaw# 20XX-XX, was read a second time at the Council meeting held on the _____ day of _____, 20XX.

This Remuneration Bylaw, Bylaw# 20XX-XX, was approved by a majority of Council members present at the Council meeting held on the _____ day of _____, 20XX.

Approval and Adoption by Council:

This Remuneration Bylaw, Bylaw# 20XX-XX, was adopted by a majority of Council members present at the Council meeting held on the _____ day of _____, 20XX.

12. Signatures

Mayor (signature sealed)

Chief Administrative Officer (signature sealed)



This Remuneration Bylaw adopted by the Council of the Rural Municipality of Miltonvale Park on (date) is certified to be a true copy.

Chief Administrative Officer Signature

Date

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SCHEDULE A

Mileage Reimbursement

Mileage rates used to reimburse per kilometer travelled will be equal to the Government of Canada's Vehicle Rates used to calculate travel expenses for Prince Edward Island, as posted annually by the Canada Revenue Agency

Meal Reimbursement Rates (to be supported by receipts)

Rates used to reimburse meals will be equal to the Government of Canada Meal Rates used to calculate travel expenses for Prince Edward Island, as posted annually by the Canada Revenue Agency Meal Reimbursement Rates.

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

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

Expenses

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.*
