

**CITY OF CHARLOTTETOWN  
REMUNERATION BYLAW  
BYLAW # 2020-RMN-01**

**BE IT ENACTED** by the Council of the City of Charlottetown as follows:

**1. Title**

- 1.1. This bylaw shall be known as, and may be 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 Members of Council. For greater certainty, this includes the Mayor and Deputy Mayor.

**4. Definitions**

- 4.1. “Act” means the Municipal Government Act.
- 4.2. “Advisory Committee” means an Advisory Committee, Advisory Board or Task Force established by Council consisting of resident members appointed by Council.
- 4.3. “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*.
- 4.4. “City” means the City of Charlottetown
- 4.5. “Commission” means the Remuneration and Allowances Commission appointed pursuant to subsection 82(3) of the Act.
- 4.6. “Compensation” means a form of monetary payment for the performance of some work or service.
- 4.7. “Council” means the Mayor, Deputy Mayor, and other members of the Council of the municipality.
- 4.8. “Councillor” means a member of council other than the Mayor.
- 4.9. “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 shall, by bylaw, as per Section 82 (1) of the Act 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 Councillor are provided reasonable remuneration for their service to the City of Charlottetown;
  - (b) individuals who have been appointed by Council to municipal Advisory Committees are provided reasonable remuneration for their service to the City of Charlottetown;
  - (c) ensure the orderly and consistent payment and reimbursement to the Mayor, Deputy Mayor, Councillors, and Advisory Committee Members.

**6. Remuneration of Council Members**

6.1.

	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
	<b>5.04% (CPI Adj)</b>	<b>2%</b>	<b>2%</b>	<b>2%</b>
<b>Councillor</b>	\$42,859.59	\$43,716.78	\$44,591.11	\$45,482.94
<b>Deputy Mayor</b>	\$46,813.75	\$47,750.03	\$48,705.03	\$49,679.13
<b>Mayor</b>	\$83,489.78	\$85,159.58	\$86,862.77	\$88,416.43

\*2024-2026 Salaries do not reflect any CPI adjustments

- 6.2. Where a Councillor, Deputy Mayor or Mayor does not serve a full 12-month term, remuneration shall be prorated for time served.
- 6.3. Remuneration shall be paid bi-weekly, less any deductions required by law.
- 6.4. Remuneration for the Mayor, Deputy Mayor and Councillors shall be adjusted annually on January 1 by a rate equivalent to the lowest negotiated percentage given to any City employee by their respective bargaining unit, adjusted for CPI as show in Schedule “A” herein.

**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. Persons other than Members of Council, appointed by Council as members of an Advisory Committee shall receive remuneration up to \$100 per month, pro-rated based on the number of meetings held per month. Remuneration is subject to attendance at all meetings held each month and members will not be compensated for cancelled meetings.
- 8.2. Remuneration will be pro-rated pending attendance and will not be paid for meetings that result in cancellation.

## **9. Remuneration and Allowances Commission**

- 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 must be appointed no less than four months prior to the end of the current Council's term. The newly appointed Commission shall put forth recommendations that will apply to the incoming Council.
- 9.3. The Commission shall be made up of three (3) members, who shall not be a Member of Council or City Staff.
- 9.4. The Members of the Commission shall be compensated for their time at an amount agreed upon by Council at the time of appointment.
- 9.5. 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
  - (d) the time requirements associated with participation on Council and Council Committees.
- 9.6. The Commission shall report to Council within 120 days of being appointed or within another time frame identified in the resolution appointing the Commission.

**Approval and Adoption**

**10. Effective Date**

10.1. This Remuneration Bylaw, Bylaw# 2020-RMN-01, shall be effective on the date of approval and adoption below.

**First Reading:**

This Remuneration Bylaw, #2020-RMN-01, was read a first time and approved by a majority of members present at the Council meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 2020.

**Second Reading:**

This Remuneration Bylaw, #2020-RMN-01, was read a second time and approved by a majority of members present at the Council meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 2020.

**Approval and Adoption by Council:**

This Remuneration Bylaw, #2020-RMN-01, was adopted by a majority of Council members present at the Council meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 2020.

**Witness the corporate seal of the City of Charlottetown**

\_\_\_\_\_  
**Mayor**

\_\_\_\_\_  
**Chief Administrative Officer**

This Remuneration Bylaw, #2020-RMN-01, adopted by the Council of the City of Charlottetown on \_\_\_\_\_ day of \_\_\_\_\_, 2020 is certified to be a true copy.

\_\_\_\_\_  
**Chief Administrative Officer**

\_\_\_\_\_  
**Date**

## SCHEDULE 'A'

### **Mileage Reimbursement**

Mileage will be paid to Members of Council for municipal business conducted outside the City and/or Province with rates set by the Public Service Commission of PEI.

No mileage will be paid for attendance at Council meetings, Council Committee meetings or for meetings held within the City of Charlottetown.

### **Per Diem Rates**

Members of Council may claim a per diem for out of province travel for municipal business in the amount of \$150.00 per day.

No meal allowances or per diems will be paid for attendance at Council meetings, Council Committee meetings or for meetings held within the City of Charlottetown.

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

### **Benefits & Severance**

Members of Council are eligible for enrollment in the City of Charlottetown's group Registered Retirement Savings Plan (RRSP) or Tax-Free Savings Account (TFSA) at a contribution rate of 12.25% of regular bi-weekly earnings.

Members of Council may participate in the City of Charlottetown's health and dental benefit program as outlined in the terms of the contract with the chosen benefit provider and based on the cost share provided to City employees.

Members of Council who cease to hold their position by reason of:

- (a) being defeated in a municipal election;
- (b) completing a term of Council and choosing not to seek re-election;
- (c) resigning their seat on Council for any reason; or
- (d) death of a Councillor while in office (in which case the severance may be paid to the Council Member's estate);

shall receive severance remuneration equal to two (2) weeks of their salary for each year of service to a maximum of twenty-six (26) weeks.

### **Cost of Living Differential**

In any year where the Consumer Price Index as determined by Statistics Canada for the Province of Prince Edward Island (CPI) is more than one percentage point greater than any salary increase for that year, the City shall calculate the dollar difference between the salary increase and CPI less one percent (CPI - 1 %) and shall:

- (a) pay the dollar difference to the elected member of Council in a lump sum within forty-five (45) days of the issuing of the CPI by Statistics Canada; and
- (b) add the dollar difference to the elected member’s basic salary to form their new basic salary for that year.

For purposes of greater clarity under no circumstances will the wages of elected members be reduced as a result of CPI being less than the negotiated wage increases. The following examples will govern the calculation of the percentage difference to be applied to their basic salary:

	<u>Eg. 1</u>	<u>Eg. 2</u>
#1. Salary increase:	2%	2%
#2. CPI:	3%	4%
#3. CPI less 1%:	2%	3%
#4. adjustment to basic salary for year (i.e.: #3 - #1 = basic salary adjustment)	0%	1%
#5. Lump sum payment (i.e.: #3 - #1 = basic salary adjustment)	0%	1%

**Communication and Technology**

The City shall offer each elected member a communication device, or an allowance of \$50/month in lieu of, to ensure the efficient flow of information between elected members, city officials and their constituents.

***“This document is an office consolidation of this Bylaw (amending bylaw #2020-RMN-01B adopted 24-Nov-2023). It is intended for information and reference purposes only. This document is not the official version of the Bylaw. Where accuracy is critical, please consult official sources. If you find any errors or omissions in this consolidation, please contact the Records Management Clerk***