

Town of Souris
A Bylaw to Regulate Remuneration of Council and Appointees
Bylaw # 2025 – 01

BE IT ENACTED by the Council of the Town of Souris 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, 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 Town of Souris;

- (b) individuals who have been appointed by Council to municipal committees are provided reasonable remuneration for their service to the Town of Souris;
- (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 \$6,500 per year.
- 6.2. The Deputy Mayor shall be paid remuneration for discharge of the duties of office in the amount of \$4,500 per year.
- 6.3. Each Councillor shall be paid remuneration for discharge of the duties of office in the amount of \$4,500 per year.
- 6.4. Where a Councillor, Deputy Mayor or Mayor does not serve a full 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 (or per meetings missed etc.) and those monies shall stay in the general fund of the municipality.
- 6.5. Remuneration shall be paid on a quarterly basis each year by direct deposit (March, June, September, December), less any deductions required by law.
- 6.6. Remuneration for the Mayor, Deputy Mayor and Councillors shall be adjusted on or about the 1st Day of April 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. This will ensure that remuneration is fairly adjusted in periods between independent reviews of this bylaw.
- 6.7. Independent reviews of the Remuneration Bylaw for Council shall be commissioned no later than 12 months prior to the scheduled election dates.

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.

Subject to 6.3 to 6.6, persons, other than members of Council, appointed by Council as members of the following council committees shall receive remuneration in the form of reimbursement for travel, meeting or training registration fees, etc. to be approved by Council per occurrence. Receipts must be supplied.

- (a) Planning Advisory Board
- (b) Emergency Measures Operation Committee
- (c) Other Committees formed and appointed by Council

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.

A copy of the independent Remuneration and Allowances Commission review and recommendations is attached.

- 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 accordingly.
- 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 No. 85.3 Honorarium for Mayor and Councillors.**

11. Effective Date

11.1. This Remuneration Bylaw, Bylaw #2025-01, shall be effective on the date of approval and adoption below. [Alternately, could set a future date if desired.]

First Reading:

This Remuneration Bylaw, Bylaw #2025-01, was read a first time at the Council meeting held on the _____ day of _____, 2025.

This Remuneration Bylaw, Bylaw #2025-01, was approved by a majority of Council members present at the Council meeting held on the _____ day of _____, 2025.

Second Reading:

This Remuneration Bylaw, Bylaw #2025-01, was read a second time at the Council meeting held on the _____ day of _____, 2025.

This Remuneration Bylaw, Bylaw #2025-01, was approved by a majority of Council members present at the Council meeting held on the _____ day of _____, 2025.

Approval and Adoption by Council:

This Remuneration Bylaw, Bylaw #2025-01, was adopted by a majority of Council members present at the Council meeting held on the _____ day of _____, 2025.

12. Signatures

Mayor (signature sealed)

Chief Administrative Officer (signature sealed)

This **Remuneration Bylaw #2025-01** adopted by the Council of the **Town of Souris** on _____ (date) _____ is certified to be a true copy.

Chief Administrative Officer Signature

Date

SCHEDULE A

Mileage Reimbursement

Mayor, Deputy Mayor and Councillors to be reimbursed for mileage if attending a Town related meeting, at the Province of PEI Provincial mileage rates, which are adjusted monthly. *Currently, at the time of preparing this bylaw the provincial mileage rate per kilometre is .534cents per kilometre.* To be adjusted each month as per Province of PEI Provincial mileage rates.

Meal Reimbursement – Mayor, Deputy Mayor and Councillors to be reimbursed for meal expenses incurred if attending a function where one must pay for their own meal as representative of the Town of Souris. (receipts are required) ~ *no reimbursements or allowances to be made for alcoholic beverages.*

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

No meal allowances will be paid for attendance at Council meetings, Council Committee meetings or for meetings held within the Town of Souris.

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

<p>Note: this schedule forms part of the bylaw and may only be amended in accordance with Part 5 Division 2 of the Act.</p>
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