Rural Municipality of Eastern Kings

Date: May 11, 2021

Moved by Councillor: David Stewart

Seconded by Councillor: Danelle Elliott

Whereas Section 82 of the *Municipal Government Act* states that "A council shall establish the types, rates and conditions of payments to be made to or on behalf of a member of the council or a member of a council committee only by means of a bylaw passed pursuant to this section.";

And whereas Section 82 of the *Municipal Government Act* further states that "prior to making a bylaw…a council shall appoint an independent Remuneration and Allowances Commission to review and make recommendations to council….";

And whereas Judy Coffin and Lynne Morrow have agreed to serve on such a Commission and their service is satisfactory to the Council;

Be it resolved that the Rural Municipality of Eastern Kings Council approve the attached Terms of Reference for a Remuneration Commission and, likewise, appoint Judy Coffin and Lynne Morrow to that Commission.

Signed:

Grace Cameron, Mayor

Sonya Martin, Chief Administrative Officer

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REMUNERATION COMMISSION
TERMS OF REFERENCE

The Council for the Rural Municipality of Eastern Kings has appointed a Remuneration Commission to undertake an independent review of the current Council Remuneration Bylaw which was approved in October, 2013 and became effective November 1, 2013.

The Commission is charged to make recommendations regarding the compensation afforded to the Mayor, Members of Council and others for this term of office and which will apply until further amended by a Council for the Municipality. Such recommendations will serve as the basis for a Bylaw to Regulate Remuneration of Council and Appointees, as required by Section 82 of the *Municipal Government Act*.

The Special Committee will be approved by the Council and will be comprised of two citizens of Eastern Kings: Judy Coffin and Lynne Morrow.

The Commission shall elect a Chair who will be the Commission's official spokesperson for purposes of presentation to the Council and any media requests, at its first meeting. In the event a Member of the Committee is unable to complete her term, the Mayor shall appoint an alternate.

The business of the Commission shall remain in confidence until such time as its final report is presented to Council.

The Duties

The Commission shall undertake a review with respect to compensation for the Mayor, all Members of Council and for the Municipal Emergency Coordinator and Deputy Coordinator.

In carrying out their duties, the Commission shall give consideration to:

- compensation, reimbursement and payment rates of comparably-sized municipalities;
- the budgetary impact of any changes to existing types, rates and conditions of compensation, allowances or benefits;
- 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;
- the time requirements associated with participation on council and council committees; and
- any other information they deem relevant.

The Commission shall submit a written report to the Council that addresses and makes recommendations on the following matters:

a. an honourarium for the Mayor, Deputy Mayor, each Member of Council, the Municipal Emergency Coordinator and Deputy Coordinator;
b. a level of repayment for expenses incurred for mileage and/or other out of pocket expenses, if deemed appropriate;
c. a method to provide for annual increases, if deemed appropriate; and
d. any other matter as directed by the Mayor.

Timing

The Commission shall convene as soon as possible after approval by Council and will submit their final report to Council on or before October 31, 2021.

Administrative Support

The Chief Administrative Officer (CAO) will be the prime contact for the Commission and will make available meeting space and any required administrative services. The Council and CAO will be responsible for the process, including any required forms to implement the recommendations of the Commission.

Compensation for Remuneration Commission

It is acknowledged by the Members of the Commission that this appointment is on a voluntary basis and no remuneration will be provided.

Approved by resolution of the Municipal Council at a Council Meeting on May 11, 2021.