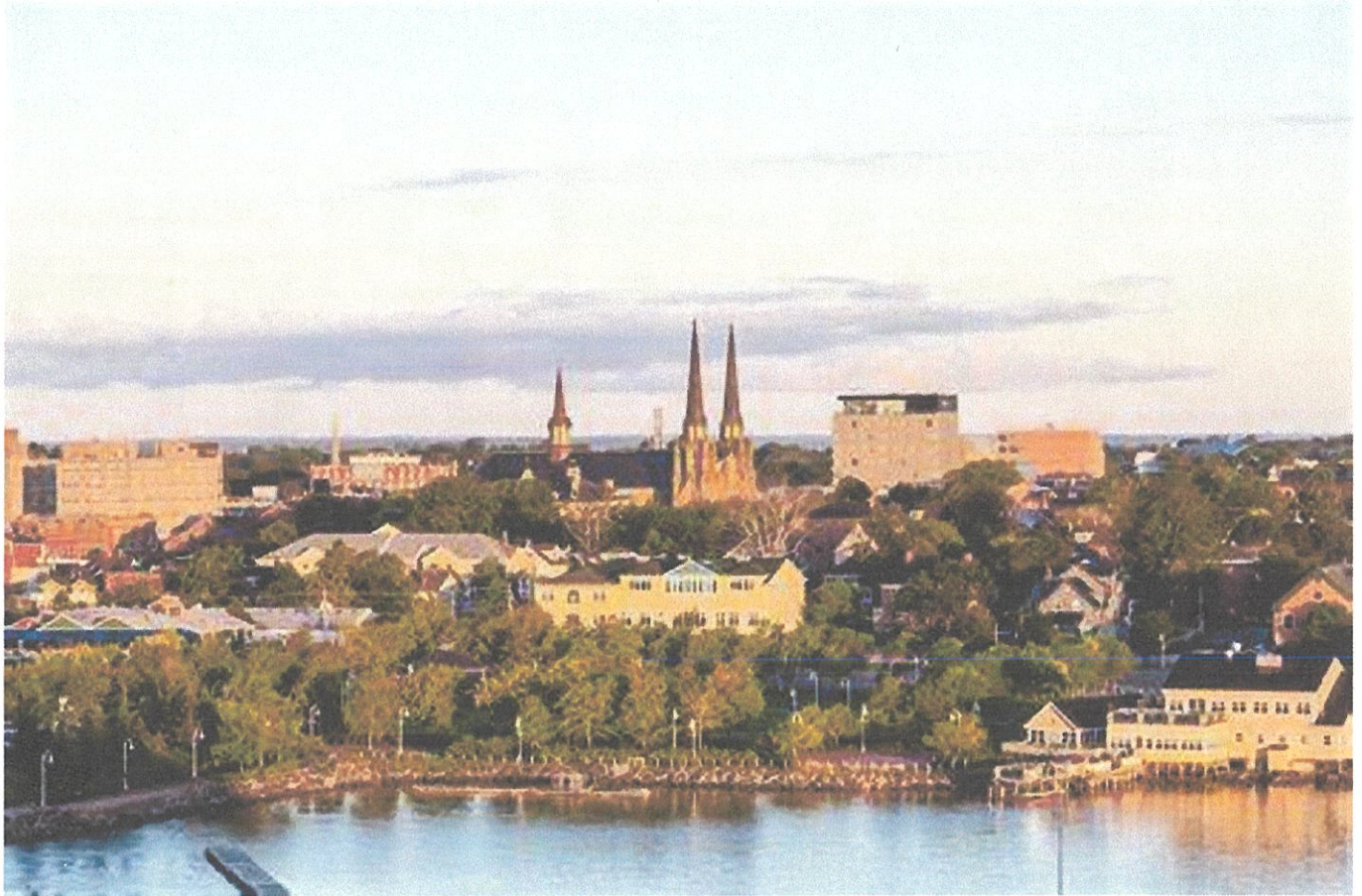


This report was accepted by Council on October 12, 2023
Recommendations currently under consideration by Council



City of Charlottetown
Council Remuneration & Allowances
Commission Report
September 2023

Brian Hooley BA., CFCP
Kenneth F. DesRoches BA., B. Ed
Lori Pendleton BBA, CPA-CGA

Table of Contents

Table of Contents	1
Background and History of Compensation Review	2
Scope of Work & Guiding Principle	3
Summary of Recommendation	
1. Salary	4
2. Benefits.....	5
3. Elected official screening	5
4. Onboarding and training for Councillors.....	5
5. Councillor, Mayor, and Deputy Mayor job outlines.....	5
6. Public education of role of city representatives.....	5
7. Consolidation of Committees	6
8. Term limits for elected officials.....	6
9. Review of the ward system and electoral boundaries	6
10. Dedicated meeting space for elected officials on City premises.....	6
Appendix A - Details of Recommendation	
A-1 Details of recommendation	7-12
A-2 Annual financial implication.....	13
Appendix B – Supporting Documents	
B-1 List of interviewees and comments	14-19
B-2 Schedule of elected official meetings 2022	20
B-3 Comparative municipalities salaries.....	21
B-4 CPI information.....	22
B-5 City of Charlottetown benefits plan	23-27
B-6 Province of PEI vehicle usage rates	28
B-7 City of Charlottetown Remuneration Bylaw	29-33
B-8 Collective agreement materials, Charlottetown & UPSE	34-36
Appendix C - About the Remuneration & Allowances Commission Members	37

Background & History of Compensation Review

In 1995, The City of Charlottetown was formed by the amalgamation of several municipalities. The Charlottetown Area Municipalities Act provided City Council with the authority to provide payments to the Mayor and Councillors of:

- (a) Annual salaries and,
- (b) Additional amounts as allowances for expenses incurred in the discharge of their duties.

In 2007, Wayne Fudge, CFA CA was appointed by the then Council to conduct an independent review with the purpose of making recommendations on a fair and equitable compensation package for the Mayor, Deputy Mayor and Members of Council.

A second independent review was undertaken by Peter Kelly in 2015 which recommended adjustments to Councils compensation package effective July 1, 2015. This review was based on an analysis of comparable municipalities and capital area regions across Canada.

In 2019 a further Compensation Review Commission was convened by the City to address certain changes made by the Canada Revenue Agency that reduced tax exemptions to municipal elected officials. The committee composed of Stan MacPherson, B.Com, FCPA, George MacDonald BA., B.Ed. and Gerard Mitchell., LL.B made recommendations to increase salaries however these increases did not fully compensate the elected officials for their lost benefits and resulted in an overall decrease in compensation.

It has been nearly 4 years since a Council Remuneration & Allowances Commission Report has been tabled with the City of Charlottetown. As outlined in the City of Charlottetown's Remuneration Bylaw, the Council Remuneration & Allowances Commission was appointed in June of 2023 to conduct a review and analysis of Council's current compensation package and make recommendations as warranted.

The Commission members are: Brian Hooley, BA. CFCP, Kenneth F. DesRoches, BA. B.Ed., and Lori Pendleton, BBA, CPA-CGA.

Scope of Work

The Committee undertook the following:

1. Interviewed the Mayor, Deputy Mayor, and members of Council individually or in small groups to ensure confidentiality and to obtain detailed responses
2. Interviewed the Chief Administrative Officer, Director of Community Services, and other relevant stakeholders
3. Researched and evaluated compensation packages in comparable size municipalities and capital area regions
4. Researched trends and new developments within the municipal sector that could assist Council in performing their duties and responding to the public expectations
5. Reviewed the duties of the elected officials and their role as provided by Council members, Mayor and Deputy Mayor including time commitment, required attendance at meetings, preparation for meetings and expectations by ward constituents to attend ward or city-wide events. Additionally, the Commission reviewed the implication of social media and the accessibility that the community has to elected officials.
6. Reviewed the Remuneration Bylaw 20.20 RMN-01, and the terms of reference of the 2015 and 2019 compensation review studies
7. Reviewed the impact of the recommendations of this report on the City's fiscal and corporate objectives.

Guiding Principles

The following guiding principles were applied:

- The Remuneration & Allowance Commission will make recommendations in accordance with the mandate of the City of Charlottetown Remuneration Bylaw, Bylaw #20-20-RMN-01 approved January 13, 2020 and as amended May 10, 2021
- Compensation paid to the Mayor, Deputy Mayor and members of Council should be adequate to attract individuals representative of the diversity and uniqueness of the municipality and encourage a full range of citizens to offer as candidates for public office
- Remuneration should be reflective of the duties, responsibilities, time commitments and accountability associated with holding municipal office
- Remuneration should be reasonable and consider the City's fiscal and corporate objectives
- Remuneration should be comparable to that of other public officials in other legislative jurisdictions in the province and municipal units across the country with a view of capital regions particularly in Atlantic Canada.

Summary of Recommendations

1. Salary

That the salaries of the Mayor, Deputy Mayor and members of Council remain at their current level and be increased annually on January 1 by the lowest percentage granted to any of the City's bargaining units in that year, adjusted for CPI. Elected official in addition would be eligible to receive a lump sum payment consistent with that negotiated in the City of Charlottetown Collective Agreement with UPSE. This indexing would continue until the convening of the next Remuneration and Allowances Commission

2 Benefits

a. Mileage Reimbursement

That the current reimbursement of mileage travelled by usage of a member of Council vehicle continue at the same rates as provincial government employees. No mileage payment shall be paid for attendance at Council meetings, Council committee meetings or other meetings held within the City of Charlottetown

b. Medical and Dental

That current benefits should remain unchanged.

Members of Council are eligible and can elect for enrolment in the city's medical and dental plan at contribution rates similar to city employees.

On retirement these benefits can be maintained with the retired councillors contributing 100% of the premium cost.

c. Retirement Benefits & Severance

That current benefit remains unchanged.

Members of Council are eligible for enrollment in the City of Charlottetown's group registered retirement savings plan (RRSP) or the Tax-Free Savings Account (TSFA) at a contribution rate of up to 12.25% of regular monthly earnings.

Members of Council who cease to hold office 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.

d. Per Diems

That the basic per diems as currently calculated for out of province travel should remain in place at \$150.00, with no meal allowance or per diem for attendance at meetings held within the City of Charlottetown.

e. Professional Development and Training

That a professional development allowance be made available to upgrade councillors' skills, to allow for city documents to be delivered electronically to councillors, and to address other areas where training may be beneficial. Any allowance would be required to be approved in advance by Council and would be limited to a dollar amount in specific areas.

f. Communication and Technology Allowance - That the City continue to offer communication devices, or an allowance in lieu of, to ensure the efficient flow of information between elected members, city officials and the constituents of Charlottetown.

3. Elected official screening

In view of the current environment and the City's objective to safeguard its citizens and resources, the Commission is recommending that prospective city elected officials be required to submit as part of their nomination process:

- a. Criminal background & vulnerability check
- b. Credit check

These documents would be submitted to Elections PEI or other electoral monitoring group selected to manage the election process and ensure the eligibility of a candidate for election.

4. Onboarding and training of Councillors

To better prepare elected officials the Commission is recommending an expansion to the orientation process for councillor onboarding including a mock council meeting similar to the process for MLA's, social media and media training and an enhanced orientation binder.

5. Councillor, Mayor, and Deputy Mayor job profiles/descriptions including expected time commitments

The Commission is recommending the development of job profiles/descriptions for elected officials which provides a clear understanding of the specifics of the councillor's duties and expected time commitment.

6. Public education of the role of City representatives

The Commission is recommending the development of a tab on the City's web site as a way for the public to secure a clear understanding of the role of the Mayor, Deputy Mayor, and Councillors.

7. Consolidation of Committees

To maintain and attract elected officials to office, the Commission is recommending the consolidation of some committees to reduce review duplication, the number of meetings, and time commitment of elected officials.

8. Term limits for elected officials

In support of a vibrant engaged council and council renewal, best practices would indicate elected officials consider representation for 2-3 terms. The Commission recognizes that it is the electorate that will ultimately make this decision.

9. Review of the ward system and electoral boundaries

In view of the significant growth of the City, a review of the boundaries for the current ward system should be undertaken to ensure constituents representation. The City may wish to consider other options including an open ward system, a hybrid system, or the addition of councillors at large to encourage diversity and representation.

10. Dedicated meeting space for elected officials on City premises

To ensure the safety and security of elected officials, a secure, visible, dedicated meeting room(s) for councillors to meet with constituents particularly on contentious issues with the public should be established.

Appendix A - Details of Recommendation

1. Salary - Elected Officials

Recommendation

That the salaries of the Mayor, Deputy Mayor and members of Council remain at their current level and continue to be adjusted annually on January 1 by the lowest percentage granted to any of the City’s bargaining units in that year adjusted for CPI.

Rationale

As a result of researching similar size communities and capital area regions outlined in Appendix B the Commission believes that, with appropriate increases for CPI / inflation and the city formula for calculating increases, the existing compensation for elected officials is not out of line with other jurisdictions and should remain unchanged.

This recommendation should be reviewed in conjunction with recommendation 7 which discusses the streamlining of committees and meetings.

The following table outlines the previous salaries by year and recommended increase for 2023:

YEAR	2019	2020	2021	2022	2023
INCREASE	2.00%	2.00%	2.00%	2.00%	5.04 %
Mayor	\$74,899.36	\$76,397.35	\$77,925.29	79,483.80	83,489.78
Deputy Mayor	\$41,997.00	\$42,836.94	\$43,693.68	\$44,567.55	46,813.75
Councillor	\$38,449.68	\$39,218.67	\$40,003.05	\$40,803.11	42,859.59

Lump sum Payment for 2023

In addition to basic salary adjustment as note above, in the interest of consistency with the City collective bargaining units, Councillor, Mayor, and Deputy receive a lump sum payment of an equivalent amount of their respective salary adjustment. The calculation of this amount totalling \$24,760.50 can be found on page 13.

RRSP Annual Contribution Limit 2023	\$30,780.00
TSFA Annual Contribution Limit 2023	\$ 6,500.00

2. Benefits

Recommendation

That elected official benefits for mileage reimbursement, medical and dental, per diems and communication/technology remain unchanged.
Secondly, that the City considers an allowance for elected official professional development and training.

Rationale

Feedback received by the Commission indicated that elected officials for the most part were satisfied with the package of benefits offered by the City and the availability and ease of access to same. It was suggested that the City consider an allowance to councillors to encourage elected officials to upgrade self assessed skill levels that would benefit the city whether it be upgrading technology skills, communication and public speaking, development training on Roberts Rules of Order etc. Any allowance would be required to be approved in advance and would be limited to a dollar amount in specific areas.

3. Elected Official Screening

Recommendation

In view of the current environment and the City's objective to safeguard its citizens and resources, the Commission is recommending that prospective city elected officials be required to submit as part of their nomination process:

- a. Criminal background & vulnerability check
- b. Credit check

These documents would be submitted to Elections PEI, or other electoral monitoring group selected to manage the election process, and ensure the eligibility of a candidate for election.

Rationale

Best practices with most major companies, volunteer organizations and public offices suggest screening prior to job placement. Screening, not unlike job references, provides insight as to suitability for the position of interest.

4. Onboarding and training Councillors

Recommendation

To better prepare elected officials the Commission is recommending an expansion to the orientation process for councillor onboarding including a mock council meeting

similar to the process for MLA's, social media and media training and an enhanced orientation binder.

Rationale

In interviews with the current Council, Mayor and Deputy Mayor, the topic of orientation came up frequently. Many new councillors felt that the current onboarding/training for new members was not in depth or adequate leaving them uncomfortable initially, namely around the media and required preparations for council meetings. Most do not have prior public elected experience, hence were not ready for the level of scrutiny and questions in a public format from both the media and the general public. The use of training in media relations, in addition to more in-depth training on the policies and procedures of council would be appropriate.

5. Councillor, Mayor, and Deputy Mayor job profiles/descriptions including expected time commitments

Recommendation

The Commission is recommending the development of job profiles/descriptions for elected officials which provides a clear understanding of the specifics of the councillor's duties and expected time commitment

Rationale

Most councillors, in taking on their newly elected positions, were surprised at the significant amount of time required by their new positions. A job profile/description outlining the prospective duties including the number, and attendance requirements at full council meetings, committee meetings, and role requirements as chairperson of committees. In addition to this, other duties include representing ward interests and bringing community information forward. A discussion of elected officials' role in governance and the responsibilities of city departments and personnel should be included.

6. Public education of role of City representatives

Recommendation

The Commission is recommending the development of a tab on the City's web site as a way for the public to secure a clear understanding of the role of the Mayor, Deputy Mayor, and Councillors

Rationale

As noted above, there is some confusion as to the public perception of the role of City Councillors and the role of city employees. It is important to have clear lines of who is responsible for specific duties in order to reduce the amount of time councillors are responding to inquires that are the responsibility of city departments and staff.

7. Consolidation of Committees

Recommendation

To maintain and attract elected officials to office, the Commission is recommending the consolidation of some committees to reduce review duplication, the number of meetings, and time commitment of elected officials

Rationale

The city currently has 10 committees with each elected official being the chairperson of a committee and being a member of at least two other committees. These meetings are in addition to bi monthly Council of the whole meetings in which an individual councillor may be required to review up to 500 pages of material delivered on a Friday for a Monday evening meeting. The average councillor attended in excess of 170 meetings in 2022 (Appendix B-2) The preparation and review of material appears to be excessive not only for the councillors but for the administrative staff that is required to prepare and deliver the material to the councillors. The Commission believes that the streamlining of the committee structure to a more manageable number would be less onerous to councillors and increase efficiencies.

Additionally, it is recommended that submissions to Council be limited in size and that auxiliary materials not necessarily be attached to the council package but available on a city drive or on request by Councillors.

It is also recommended that Council packages be made available at least 5 working days in advance of Council meetings to allow councillors an appropriate amount of time to review information, and obtain additional information as needed to make informed decisions.

8. Term limits for elected officials

Recommendation

In support of a vibrant engaged council and council renewal, best practices would indicate elected officials consider representation for 2-3 terms. The Commission recognizes that it is the electorate that will ultimately make this decision.

Rationale

The committee met with Christine MacKinnon, Director of Municipal Affairs for PEI and reviewed the implications of the new PEI Municipalities Act on elected officials. The new Act does not provide for term limits. The Commission was advised that although ongoing renewal of council members may be seen as positive it is ultimately the electorate that will decide which candidates are supported as elected officials.

9. Review of the ward system and electoral boundaries

Recommendation

In view of the significant growth of the City, a review of the boundaries for the current ward system should be undertaken to ensure constituents representation. The City may wish to consider other options including an open ward system, a hybrid system, or the addition of councillors at large to encourage diversity and representation.

Rationale

Significant growth and diversity have occurred in the City since the last Commission report. The population increased by 4.2 %, between July 2021 and July 2022 alone with Charlottetown becoming more culturally diversified. A rebalancing of wards is recommended to ensure a fair distribution of constituents in each ward.

The new Municipalities Act provides for a maximum of 10 Councillors for the City of Charlottetown however it does not specify how those Councillors should be elected.

There are a variety of options including the ward system currently used in Charlottetown, an open system where councillors are elected city wide with no specific area representation and a hybrid system which would elect both in wards and at large councillors.

Charlottetown's adjacent communities operate using these other voting systems, with Stratford using the hybrid system and Cornwall using the open system.

There are pros and cons to each system but ultimately the electorate should be informed about these options and be supportive of any change.

There is the potential to keep the 10-ward system and add 2 councillors' at large (a hybrid system) to encourage further diversity and representation. The addition of two Councillors above 10 would require a legislative amendment, and have a financial impact on the City of approximately \$100,000 annually.

10. Dedicated meeting space for elected official's on City premises

Recommendation

To ensure the safety and security of elected officials a secure, visible, dedicated meeting room(s) for councillors to meet with constituents particularly on contentious issues with the public should be established.

Rationale

Part of the role of the City elected officials is to meet with their constituents to hear and respond to concerns. Sometimes these concerns can place Councillors in uncomfortable situations when policies or decisions made by the Council impact negatively on individuals. To ensure the safety and security of elected officials a dedicated meeting space is recommended that Councillors will have the option to use.

Appendix A -2 Annual Financial Impact of Recommendation

The Annual Financial Impact of the Recommendations are as follows:

1. Impact on Salary for 2023:

YEAR	2022	2023	Increase by Position	Total Increase *
INCREASE	2.00%	5.04%	\$	\$
Mayor	\$79,483.80	83,489.78	4,005.98	4,005.98
Deputy Mayor	\$44,567.55	46,813.75	2,246.20	2,246.20
Councillor	\$40,803.11	42,859.59	2,056.48	18,508.32
Impact on Salary 2023				\$24,760.50

*Increased annual salary for 9 Councillors, Mayor & Deputy

Lump sum Payment for 2023

In addition to basic salary adjustment as note above, in the interest of consistency with the City collective bargaining units, Councillor, Mayor, and Deputy receive a lump sum payment of an equivalent amount noted above totalling \$24,760.50.

2. Impact On Benefits TSFA OR RRSP for 2023

RRSP Contribution Limit	\$30,780.00
TSFA Contribution Limit	\$ 6,500.00

Calculation of % Increase in Salary

Per article 27 of the Collective agreement City of Charlottetown Employees

2022	Increase per City Collective Agreement	2%
*	CPI %	8.04%
	CPI less 1%	<u>7.04%</u>
	Adjustment to base salary	<u>5.04%</u>

CPI % increase is calculated as follows:

Average PEI CPI 2022	156.525
Less : Average PEI CPI 2021	144.875
Increase in Average CPI in 2022	11.65
% Increase in CPI in 2022 =	(11.65/144.875) 8.04%

See Appendix
B-4

APPENDIX B – Supporting Documents

APPENDIX B-1 List of Interviewees and Comments

All City elected officials were extended an invitation to meet with the Remuneration & Allowances Commission. Additionally, the committee spoke with city management and extended an invitation to Charlottetown stakeholder corporations and the Province of PEI Municipalities directorate.

List of Interviews

Mayor Philip Brown

Deputy Mayor Alana Jankov, Ward 1

Councillor Justin Muttart, Ward 2

Councillor Norman Beck, Ward 3

Councillor Mitchell G. Tweel, Ward 4

Councillor Kevin Ramsay, Ward 5

Councillor John McAleer, Ward 7

Councillor Trevor MacKinnon, Ward 8

Councillor Julie McCabe, Ward 9

Councillor Terry Bernard, Ward 10

Dawn Allan, Downtown Charlottetown Inc.

Christine Mackinnon, Director, Municipal Affairs, Government of PEI

Sue Fraser, Director, Community Services

Eleanor Mohammed, CAO

An invitation was extended to Wade Arsenault, General Manager CADC. There was no response.

APPENDIX B-1 continued

Summary of Interview comments.

1. Salary

The primary motivation of all elected officials interviewed was community service and their interest in contributing to the well being of the residents of Charlottetown and ensuring that the city is managed in a fiscally responsible and efficient manner. Elected officials were passionate about their roles and ensuring that Charlottetown continues to operate as a vibrant, diverse and successful community and as a role model to other communities.

There were differing comments about the fairness of compensation, role of the Councillors, and the time commitment Councillors dedicate to City business. Councillors had differing opinions on their roles those being solely governance versus a combination of governance and operational. Also, there are wards where significant growth was occurring, controversial initiatives were being proposed or taking place. This resulted in a significant number of inquiries and requests for support or information from their representatives. The number of inquiries and requests for support depended on ward issues.

Councillor's perception of the fairness of compensation is affected by their personal ward management style. Some councillors take a more hands on approach, attending more community events and activities while others feel their role is strictly governance. The role that councillors take on is also related to their accessibility and availability. Elected members who are retired may have or choose to have more available time to dedicate to city business.

There are also differing opinions on the expected visibility in wards. In some wards councillors are compelled to attend events where in others there appears to be some recognition that councillors are not required to accept every invitation presented to them suggesting they have boundaries to ensure adequate personal home life balance

2. Benefits

All elected official commented that the benefits compensation were adequate except for out of province travel where per diems may not cover expenses in jurisdictions which were more expensive. In this case, councillor's may be required to cover these costs.

APPENDIX B-1 continued

3. Elected official screening.

Councillors were asked about screening prior to seeking public office. This question was proposed considering the controversy where PEI based elected officials were removed from positions or not as a result of issues that would have been apparent had screening taken place. In an effort to be transparent, councillors were supportive of mandatory screening prior to seeking office as a City elected official.

4. Onboarding and training Councillors

Councillors indicated that they had limited understanding of the work load and time commitment required by public office prior to being elected. Some newer councillors indicated they welcomed mentorship by longer serving members. All indicated that the one-day onboarding session given to members provided only a limited amount of training on a variety of topics and no understanding of the council meeting process.

Suggestions were made by councillors that ongoing professional development sessions including media training and potentially a mock council meeting to better understand council process would be welcome.

5. Councillor, Mayor, and Deputy Mayor Job profiles/descriptions including expected time commitments.

There is no legislative requirement for the Mayoral position to be full time. Some councillors indicated that it would be exclusionary to have this requirement. In the alternative it would be difficult to attract a full-time candidate at the current level of remuneration.

Councillors were asked to describe their role and activities and provided a variety of responses. It was suggested that a job outline/profile describing the activities and expectations of elected officials would be welcomed.

6. Public education of role of city representatives

It was generally thought there may be confusion with the public perception of the role of councillors. As noted above, a description of the role of the Councillors and city personnel could be used for public education and to help identify when a constituent should call their councillor and when to call the appropriate city department or official.

APPENDIX B-1 continued

7. Consolidation of Committees

Councillors indicated a need to reduce or consolidate some committees as a result of the excessive number of meetings, the duplication of materials and presentations and the significant amount of preparation required for meetings.

Councillors indicated that not every councillor needs to be a chair of a committee and that an opportunity would be welcome to Co-chair committees providing a valuable learning opportunity to new councillors and a relief/back up for senior council members if they were not available for meetings.

Councillors commented about the significant amount of material they are required to review prior to council meeting. Material is made available on the Friday before Monday council meetings. Council packages can be in excess of 500 pages of material and councillors indicate that they have limited time to have City staff address concerns or questions on material received. With two formal council meetings monthly, two weekends are consumed reviewing Council meeting material. Other committee meetings in between Council meetings, chaired and attended by Councillors, provide additional amounts of preparation.

Councillors indicated their support for committee meetings restructuring and the receipt of Council meeting material with more time to review.

8. Term limits for elected officials

Councillors provided a variety of viewpoints on term limits. Some Councillors indicated that it was their intent to have limited terms and suggested that council renewal was positive, while others supported the position that the electorate is the best gauge of elected official representation.

9. Review of the ward system and electoral boundaries

Many councillors discussed the significant growth in the city and changes in their wards. Factors discussed included: increased population, increased housing density, changes in and diversity of existing wards etc. Other factors such as affordable housing, the homeless population, and the impact of the Community Outreach Centre, presently and proposed. Viewpoints on where specific activities should take place and the perception of not in my backyard (NIMBY) must come in to play. As a minimum, boundaries should be adjusted for population. Some councillors also suggested they would be supportive of other electoral formats including an open or hybrid system where councillors would not be reliant on ward support for election.

APPENDIX B-1 continued

10. Dedicated meeting space for elected officials on City Premises

Some councillors were comfortable meeting with constituents in their homes, or in public meeting places including coffee shops. Others felt that access to a secure, public, supervised confidential meeting place would be in the best interest of the councillors particularly for discussions on initiatives of contention. Meetings with elected officials and venues are in the control of the individual councillors, however access to a dedicated meeting space(s) would ensure/provide for the safety and security of elected officials.

11. Other comments

a. Impact of Social Media

In operating any government organization, one must be acutely aware of the role that is played by social media. It is important to understand the reality that social media will be used by citizens and interested groups to influence public policy. It is also true that social media can be and is used on occasions to harass councillor with comments and viewpoints that are personal in nature and generally unfair to the councillor. At the same time, it is important that the City (both staff and Council) understand the strategies it can use to effectively, communicate its role and the strategies associated with it. This reality involves many elements including the transfer of information, strategies required to understand public opinion, efforts by interested and involved citizens and organizations to communicate and lobby for their point of view, and the requirements necessary to manage the impact of communication through social media. It is necessary that, in the operations of the City government, both elected and appointed officials focus on using sound judgement and effective strategy in understanding and managing the effects of social media.

b. Impact on Work Life Balance

It is important to recognize the importance of work life balance in the lives of elected officials. This is particularly important for elected officials who are still fully employed by their careers and occupied with family and personal responsibilities. It is important for those who have been elected and also important for others who may be considering offering for a council position. These realities should be well understood by those who are considering offering their name for election. For those who are elected and serving it is important that staff are supportive in assisting with the challenges as they arise. It is also important to consider these matters when duties are being assigned for elected officials.

c. Expectations of Constituents

Citizens have a right to approach any elected official including the Mayor, the Councillor who represents the ward in which they reside, or the Councillor who has responsibility in dealing with the issue which concerns them. They also have a right to have a clear response to their question or concern, or clear advice as to how they should proceed to deal with the issue. The response needs to clearly communicate how the matter will be dealt with or to have an explanation as to why the issue cannot be address with the civic framework.

d. Relationships with the Business Community and Other Organizations

The city should foster positive, inclusive relations with the business community and other organizations that contribute to Charlottetown being a vibrant community. An example of this was The City of Charlottetown Economic Development Committee, which brought city wide representation together to support an exchange of projects and information within the city including downtown revitalization.

Schedule of elected official meetings 2022

Schedule of Meetings Elected Officials City of Charlottetown by Councillor 2022																									
Meeting Type	Mayor Brown		D. Mayor Jankov		Councillor Duffy		Councillor MacLeod		Councillor Coady		Councillor Bernard		Councillor Ramsay		Councillor Rivard		Councillor MccCabe		Councillor Tweel		Councillor Dorion		Total Officials		
	12	24	12	24	6	6	12	24	6	6	12	24	6	6	12	24	6	6	12	24	6	6	12	24	11
Regular Council Meetings	12		12		12		12		12		12		12		12		12		12		12		12		132
Special Meetingns of Council	24		24		24		24		24		24		24		24		24		24		24		24		264
Public Meetings of Council	6		6		6		6		6		6		6		6		6		6		6		6		66
Standing committees																									0
Council Advisory	5		5		5		5		5																25
HR, Communications & Admin	9		9		9		9		9		9														45
Public Works & UB	9		9		9		9						9												45
Finance	12		12		12		12		12		12		12		12		12		12		12		12		60
Environmental Sustainability	6										6				6		6		6		6		6		30
Strategic Priorities	7								7		7				7		7		7		7		7		35
Economic Development	7								7		7				7		7		7		7		7		35
Water & Sewer	9										9				9		9		9		9		9		45
Parks & Recreation	10										10				10		10		10		10		10		50
Planning & Heritage	6		6								6				6		6		6		6		6		30
Protective Services	9														9		9		9		9		9		45
	131		71		96		62		82		76		96		69		70		77		77		77		907

* The meeting totals above are not inclusive of:
 1 sub committe meetings of the standing committees,
 2 advisory board meeting,
 3 meetings with interest groups and
 4 Meeting with ward constituents
 These meeting number were not available to the Commission.

APPENDIX B-3 Comparative Municipalities Salaries

Municipality	Population	Mayor	Deputy	Councillor	Total Budget
Brandon, MN	51,313	\$ 92,157.47	\$ 26,086.04	\$ 21,468.91	\$125,400,000.00
Brant, ON	39,475	\$ 92,456.38	\$ -	\$ 32,645.45	\$6,706,486.00
CBRM, NS	90,093	\$ 143,838.00	\$ 54,202.00	\$ 49,202.00	\$162,233,985.00
Charlottetown, PE	40,500	\$ 79,483.80	\$ 44,567.55	\$ 40,803.11	\$108,960,000.00
Fredericton, NB	63,116	\$87,148.00	\$42,955	\$35,259	\$152,881,318.00
Halifax, NS	413,500	\$ 190,000.00		\$ 92,000.00	\$979,600,000.00
*Iqaluit	7,429	\$ 30,000.00	\$22,000.00	\$20,000.00	\$23,496,700.00
Lakeshore, ON	40,410	\$ 36,483.00	\$ 24,444.00	\$ 20,288.00	\$36,448,510.00
Mission, BC	41,519	\$ 96,491.00		\$ 48,282.00	\$99,000,000.00
Moose Jaw, SK	33,665	\$ 100,068.00	.33 of Mayor + \$420.92	33.33% of Mayor	\$21,500,000.00
Mount Pearl, NL	22,477	\$ 57,399.00	\$ 42,659.00	\$ 38,263.00	\$56,122,055.00
Parkland, AB	34,487	\$ 94,800.00		\$ 52,500.00	\$107,900,000.00
Penticton, BC	36,885	\$ 78,332.00		\$ 25,936.00	\$68,600,000.00
Port Moody, BC	33,540	\$ 100,627.00		\$ 37,063.00	\$53,244,000.00
Prince Albert, SK	37,765	\$ 90,000.00		\$ 32,000.00	\$76,000,000.00
Rockyview, AB	44,568	\$ 114,748.00	\$ 87,238.00	\$ 83,599.00	\$73,690,100.00
Saint John, NB	69,895	\$ 88,000.00	\$ 42,600.00	\$ 32,600.00	\$156,284,599.00
St. John's, NL	113,468	\$ 129,672.00	\$ 60,114.00	\$ 46,526.00	\$333,282,356.00
Vaudreuil-Doiron, QC	46,044	\$ 147,601.00	\$ 40,073.95	\$ 38,292.00	\$101,741,228.00
Victoria, BC	94,000	\$ 118,739.00		\$ 47,495.00	\$480,600,000.00
Whitehorse, YK	30,947	\$ 104,552.00		\$ 37,639.00	\$74,823,400.00
Woodstock, ON	46,705	\$64,575*		\$29,574*	\$112,224,690.00
Yellowknife, NWT	20,579	\$116,884	\$33,699	\$31,320	\$36,800,000.00
AVERAGE	63,147	\$ 98,695.03	\$ 40,578.30	\$ 41,593.07	\$149,893,018.57

APPENDIX B-4 CPI Information

2022 CPI and Inflation Rates for Prince Edward Island

This table shows the monthly All-Items Consumer Price Index (CPI-U) and annual inflation rates for Prince Edward Island in 2022. You can find upcoming CPI release dates on our schedule (<https://inflationcalculator.ca/cpi-release-schedule/>) page. These numbers are released by *Statistics Canada*.

Month	CPI	Monthly Inflation Rate (%)	Yearly Inflation Rate (%)
January	149.6	1.5	7.1
February	151.2	1.1	7.4
March	154.7	2.3	8.9
April	156.0	0.8	8.9
May	160.2	2.7	11.1
June	166.8	0.2	10.9
July	160.5	-0.1	9.5
August	159.2	-0.8	8.3
September	159.2	0.0	8.4
October	160.7	0.9	8.7
November	162.3	1.0	9.7
December	158.8	-2.2	7.7
Annual	156.525	0.963	9.013

2021 CPI and Inflation Rates for Prince Edward Island

This table shows the monthly All-Items Consumer Price Index (CPI-U) and annual inflation rates for Prince Edward Island in 2021. You can find upcoming CPI release dates on our schedule (<https://inflationcalculator.ca/cpi-release-schedule/>) page. These numbers are released by *Statistics Canada*.

Month	CPI	Monthly Inflation Rate (%)	Yearly Inflation Rate (%)
January	139.7	1.1	0.5
February	140.8	-0.8	1.4
March	142.1	0.9	3.3
April	143.2	0.8	5.3
May	144.2	0.7	6.0
June	144.8	0.4	5.3
July	146.6	1.2	6.1
August	147.0	0.3	6.3
September	146.9	-0.1	1.1
October	147.8	0.6	6.6
November	148.0	0.1	7.0
December	147.4	-0.4	6.7
Annual	144.875	0.400	4.633



Group Benefits Rates

Monthly rates effective April 1, 2023

Group Policy: Health and Dental (56531) Travel (335337)		
Coverage	Rate	
Single Insurance Coverage	Health	\$125.17
	Dental	\$47.40
	Travel	\$1.81
	Total	\$174.38/month (\$87.19 employee share per month)
Family Insurance Coverage	Health	\$331.02
	Dental	\$102.72
	Travel	\$3.52
	Total	\$437.26/month (\$218.63 employee share per month)
Life and Long-Term Disability Policy (159937)		
Coverage	Rate	
Basic Life	\$0.43 (per \$1,000 of benefit)	
Dependent Life	\$4.22 (flat rate per month)	
Long Term Disability	Taxable	\$6.78 (per \$100 of benefit)
	Non-taxable	\$5.21 (per \$100 of benefit)
Basic AD&D	\$0.022 (per \$1,000 of benefit)	

RBC® Group Advantage Plan Overview



City of Charlottetown

City of Charlottetown encourages all employees to prepare for their long-term financial wellness. To help you save for retirement, **City of Charlottetown** has established a Group Retirement & Savings plan through the RBC Group Advantage program.

Your plan includes a Group Retirement Savings Plan and a Group Tax-Free Savings Account through the RBC Group Advantage™ program.

Below are the details of your plan:

Group Retirement Savings Plan (GRSP) – Plan # 012675

How your plan works

Your GRSP allows you to contribute directly from your pay, using before-tax dollars, which makes saving for retirement convenient.

Eligibility

City Council Members

Contributions

The company will contribute 12.25% of your salary to your GRSP each pay period.

Employee contributions are voluntary.

An employee has the option of selecting the GRSP or the GFTSA for personal payroll contributions and company contributions.

Group Tax-Free Savings Account (GTFSA) – Plan #024362

How your plan works

Your GTFSA allows you to contribute directly from your pay, which makes saving convenient. While contributions are after-tax dollars, returns on investments are tax-free, even at withdrawal.

Eligibility

City Council Members

Contributions

The company will contribute 12.25% of your salary to your GTFSA each pay period.

Employee contributions are voluntary.

An employee has the option of selecting the GRSP or the GTFSA for personal payroll contributions and company contributions.

Contribution Limits

There are annual contribution limits for TFSAs; you have one limit that applies to all TFSAs in your name. Unused contribution room from previous years can be carried forward indefinitely and any employer contributions count towards your limit. You can view your individual available contribution room by signing in to CRA's [MyAccount](#). For more details on your contribution limit, please see the GTFSA FAQs in your Member Plan Booklet.

Tax Considerations

There is no tax deduction for contributing to a GTFSA. However, the returns your investments generate (interest, dividends or capital gains) are not taxable (except for any foreign tax on foreign investments). In addition, your withdrawals are tax-free.

It is your responsibility to ensure you are not exceeding your TFSA contribution limit. Both employer and employee contributions count towards your limit.

If you over contribute to your GTFSA, a penalty of 1% per month will be assessed by Canada Revenue Agency (CRA) on your excess contribution.

GTFSA Investment options

Your employer has made it possible for you to access your investment options through RBC Royal Bank.

Your plan allows contributions to be allocated to as many as six different investments and you have the flexibility to change your investment options whenever you like. Visit the Your Investment Options brochure included in your Member Plan Booklet to learn more about the different types of investment options available.

An RBC advisor can meet with you one-on-one to provide advice tailored to your needs and help you build a well-diversified portfolio. To locate an advisor near you, please visit maps.rbc.com or call 1-888-769-2566.

Plan fees and charges

The investment funds which constitute your investment options are no-load funds, which means that you don't pay a commission when you buy or sell units in such funds.

Management fees and administrative expenses are charged directly to the investment funds. Please refer to the prospectus for the investment funds for more detailed information. Updated copies may be obtained from any RBC Royal Bank branch.

Contribution limits

For any tax year, contributions to all of your RRSPs, including the RRSP issued as part of the GRSP, are limited to the lesser of:

- (a) 18% of your previous year's earned income, as defined under the *Income Tax Act* (Canada), and
- (b) the RRSP dollar limit under the *Income Tax Act* (Canada) for the year the contribution are made,

reduced by the value of any benefits earned in the previous year under all registered pension plans and deferred profit sharing plans, and reported as a "pension adjustment" or "PA" and reported on your T4 slip. The PA reduces your RRSP contribution room. Unused RRSP contribution room is carried forward.

It is your responsibility to ensure that no more than the maximum allowable contribution is made to your RRSP.

To find out the exact amount that can be contributed to your RRSP, refer to your most recent Notice of Assessment you receive from the Canada Revenue Agency.

Spousal plans

The GRSP allows spousal RRSPs. Where an RRSP is a spousal RRSP, the spousal RRSP is opened by, and belongs to, your spouse and you contribute to it. Such contributions count towards your maximum contribution limit.

You may elect to have an RRSP to which part of your contributions are made, and have your spouse open a spousal RRSP to which the remainder of your contributions are made, or you may elect to have all of your contributions go to a spousal RRSP.

Please note that there are attribution rules under the *Income Tax Act* (Canada) which may attribute to you, rather than to your spouse, the taxable income generated by withdrawals from a spousal RRSP within three years following the contribution to the spousal RRSP.

Withdrawals

Withdrawals are allowed for the Home Buyer's Plan and Lifelong Learning Plan.

Tax Considerations

Receipts for RRSP contributions made from March to December are mailed in late January and receipts for RRSP contributions made in the first 60 days of the year are mailed in mid-March. Your receipt will include all contributions made to your RRSP and any spousal RRSP. If you do not receive a contribution receipt or require a duplicate, please contact us at 1-888-769-2566 or visit an RBC Royal Bank branch.

Amounts withdrawn from your RRSP are subject to the applicable withholding taxes. Any withdrawals for the year are reported on a T4RSP slip and mailed to you by the end of the February of the year following the year of withdrawal.

RRSP over contributions are subject to a penalty of 1% per month.

GRSP Investment options

Your employer has made it possible for you to access your investment options through one or more of the following RBC channels: RBC Royal Bank, RBC Dominion Securities or RBC Direct Investing.

Your plan allows contributions to be allocated to as many as six different investments and you have the flexibility to change your investment options whenever you like. Visit the Your Investment Options brochure included in your Member Plan Booklet to learn more about the different types of investment options available.

An RBC advisor can meet with you one-on-one to provide advice tailored to your needs and help you build a well-diversified portfolio. To locate an advisor near you, please visit maps.rbc.com or call 1-888-769-2566.

Termination

In the event you terminate employment from the Company [or its affiliate(s)]:

- Your GRSP will be converted into an individual Registered Retirement Savings Plan (RRSP)
- The proceeds of your vested DPSP account will be dealt with as you elect (i.e., either transferred into an RRSP or paid in cash (subject to applicable withholding taxes).
- Your GTFSA will be converted to an individual Tax-Free Savings Account (GTFSA).
- Your GIA will be converted into a personal investment account.

Except with respect to the DPSP, no redemption of investments or transfer of assets will take place. Afterwards, you may elect to transfer the proceeds of your:

- RRSP to any other RRSP or to a registered retirement income fund (RRIF), or to receive them in cash (subject to applicable tax withholdings).
- TFSA to another TFSA, or to receive them in cash.

Retirement

As you approach retirement, you will have the opportunity to meet with an RBC advisor to help you evaluate the various options available to generate the most tax-efficient plan that is in line with your situation today and your personal plans for the future.

Administration

Trustee

In its capacity as Trustee, The Royal Trust Company is responsible for ensuring that the Plan is administered in accordance with the *Income Tax Act* (Canada).

Amendments

The company intends to continue the Plan indefinitely, but reserves the right to amend the Plan at any time with the concurrence of the Trustee.

Legal document

This overview is intended for information purposes only, and the terms and conditions of any plan as may be set out in the official documentation take precedence. Copies of such documentation are on file with the Company's human resources department, and you may review them upon request. Possession of this overview does not mean that you are entitled to participate in any such plan.

Additional Information about your plan

Your Advice Team

Questions About Your Plan? Call our dedicated Member line at 1-888-769-2566.

APPENDIX B-6 Province of PEI vehicle usage rates



PO Box 2000, Charlottetown
Prince Edward Island
Canada C1A 7N8

PEI Public Service
Commission

Commission de la Fonction
Publique de l'Î.-P.-É.



C.P. 2000, Charlottetown
Île-du-Prince-Édouard
Canada C1A 7N8

MEMORANDUM

TO: Deputy Ministers
FROM: Tanya Rowell, Chief Executive Officer
PEI Public Service Commission
SUBJECT: Reimbursement Rates – Private Motor Vehicle
DATE: July 6, 2023

Article 34.02 of the Collective Agreement between the Province of PEI and the PEI Union of Public Sector Employees provides that rates shall be adjusted by 0.3 cents per kilometer for each 1.8 cents change per litre in the price of regular non-leaded gasoline. Recent rate changes in the price of gasoline have required the rates to be decreased by 0.3 cents per kilometer travelled.

Accordingly, the current allowance is as follows, effective July 1, 2023.

- 51.9 cents per kilometer for the first eight thousand (8,000) kilometers in each fiscal year;
- 49.4 cents per kilometer for all kilometers over eight thousand (8,000) up to sixteen thousand (16,000) kilometers in each fiscal year; and
- 46.2 cents per kilometer for all kilometers over sixteen thousand (16,000) in each fiscal year.

A handwritten signature in blue ink that reads "Tanya Rowell".

Tanya Rowell

cc: Comptroller
Directors, Administration
Heads of Crown Agencies
Cheryl Paynter, WCB

APPENDIX B-7

**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. “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. “City” means the City of Charlottetown
- 4.4. “Commission” means the Remuneration and Allowances Commission appointed pursuant to subsection 82(3) of the Act.
- 4.5. “Compensation” means a form of monetary payment for the performance of some work or service.
- 4.6. “Council” means the Mayor, Deputy Mayor, and other members of the Council of the municipality.
- 4.7. “Councillor” means a member of council other than the Mayor.
- 4.8. “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 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 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 \$74,899.36 per year.
- 6.2. The Deputy Mayor shall be paid remuneration for discharge of the duties of office in the amount of \$41,997.00 per year.
- 6.3. Each Councillor shall be paid remuneration for discharge of the duties of office in the amount of \$38,449.68 per year.
- 6.4. Where a Councillor, Deputy Mayor or Mayor does not serve a full 12 month term, remuneration shall be prorated for time served.
- 6.5. Remuneration shall be paid bi-weekly, less any deductions required by law.
- 6.6. Remuneration for the Mayor, Deputy Mayor and Councillors shall be adjusted on a yearly basis by a rate equivalent to the lowest negotiated percentage given to any City employee by their respective bargaining unit.

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 Advisory Board established by the municipality that only consists of members appointed by 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 amount of \$100 per month subject to attendance at all meetings held each month:

- (a) Affordable Housing Advisory Committee
- (b) Arts & Culture Advisory Board

- (c) Civic Board for Persons with Disabilities
- (d) Design Review Board
- (e) Heritage Board
- (f) Mayor's Task Force on Active Transportation
- (g) Planning Board
- (h) Seniors Engagement Committee
- (i) Youth Engagement Committee

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 shall be made up of three (3) members, who shall not be a Member of Council or Municipal Staff.
- 9.3. The Members of the Commission shall be compensated for their time at an amount agreed upon by the Council Advisory Committee at the time of appointment.
- 9.4. 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.
- 9.5. The Commission shall report to Council within 120 days of being appointed or within another time frame identified in the resolution appointing the Commission.

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.

"This document is an office consolidation of this Bylaw (amending bylaw #2020-RMN-01A adopted 10-May-2021). 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"

APPENDIX B-8 Collective agreement materials, Charlottetown & UPSE

COLLECTIVE AGREEMENT

BETWEEN

THE CITY OF CHARLOTTETOWN
CHARLOTTETOWN PEI

AND

UNION OF PUBLIC SECTOR EMPLOYEES
(UPSE)

FOR THE PERIOD JANUARY 1, 2020 - DECEMBER 31, 2024

26.14 DISAGREEMENT ON DECISION - Should the parties disagree as to the meaning of the decision, either party may apply to the Chairperson of the Board of Arbitration to reconvene the Board to clarify the decision. The Board shall reconvene as soon as conveniently possible.

26.15 EXPENSES OF THE BOARD - Each party shall pay:

- (1) The fees and expenses of the nominee it appoints.
 - a. One-half the fees and expenses of the Chairperson, including any expenses of the hearing.

26.16 Saturdays, Sundays, and Statutory Holidays as defined in this Agreement shall not be included in the computation of any time limits in this Article.

ARTICLE 27 – COST OF LIVING DIFFERENTIAL

Where the Average Annual (January to December) 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 Employer 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 employee 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 employees' basic salary to form the employees' new base salary for that year.

For purposes of greater clarity the following examples will govern the calculation of the percentage difference to be applied to an employee's basic salary:

	Eg. 1	Eg. 2
#1. Salary increase:	2%	2%
#2. CPI:	3%	4%
#3. CPI less 1%:	2%	3%
#4. adjustment to base salary for year (ie. :#3 - #1 = base salary adjustment)	0%	1%
#5. Lump sum payment (ie. : #3 - #1 = base salary adjustment)	0%	1%

APPENDIX B-8 SCALE OF WAGES

YEAR	2020				
NEGOTIATED INCREASE	2.0%				
	Step 1	Step 2	Step 3	Step 4	Step 5
Band 2	\$ 46,875.12	\$ 49,082.40	\$ 51,287.64	\$ 53,493.90	\$ 55,147.32
Band 3	\$ 52,628.94	\$ 55,105.50	\$ 57,582.06	\$ 60,059.64	\$ 61,916.04
Band 4	\$ 59,497.62	\$ 62,297.52	\$ 65,096.40	\$ 67,896.30	\$ 69,997.50
Band 5	\$ 67,177.20	\$ 70,339.20	\$ 73,500.18	\$ 76,662.18	\$ 79,032.66
Band 6	\$ 70,705.38	\$ 74,032.62	\$ 77,359.86	\$ 80,688.12	\$ 83,183.04

YEAR	2021				
NEGOTIATED INCREASE	2.0%				
CPI	2.1%				
	Step 1	Step 2	Step 3	Step 4	Step 5
Band 2	\$ 48,816.69	\$ 51,115.39	\$ 53,411.97	\$ 55,709.62	\$ 57,431.52
Band 3	\$ 54,808.83	\$ 57,387.97	\$ 59,967.11	\$ 62,547.31	\$ 64,480.60
Band 4	\$ 61,962.01	\$ 64,877.88	\$ 67,792.69	\$ 70,708.56	\$ 72,896.80
Band 5	\$ 69,959.68	\$ 73,252.65	\$ 76,544.56	\$ 79,837.53	\$ 82,306.19
Band 6	\$ 73,634.00	\$ 77,099.05	\$ 80,564.11	\$ 84,030.22	\$ 86,628.48

YEAR	2022				
NEGOTIATED INCREASE	2.0%				
	Step 1	Step 2	Step 3	Step 4	Step 5
Band 2	\$ 49,793.02	\$ 52,137.70	\$ 54,480.21	\$ 56,823.81	\$ 58,580.15
Band 3	\$ 55,905.01	\$ 58,535.73	\$ 61,166.45	\$ 63,798.26	\$ 65,770.21
Band 4	\$ 63,201.25	\$ 66,175.44	\$ 69,148.55	\$ 72,122.74	\$ 74,354.73
Band 5	\$ 71,358.87	\$ 74,717.70	\$ 78,075.45	\$ 81,434.28	\$ 83,952.32
Band 6	\$ 75,106.68	\$ 78,641.03	\$ 82,175.39	\$ 85,710.83	\$ 88,361.05

YEAR	2023				
NEGOTIATED INCREASE	2.0%				
	Step 1	Step 2	Step 3	Step 4	Step 5
Band 2	\$ 50,788.88	\$ 53,180.45	\$ 55,569.82	\$ 57,960.29	\$ 59,751.76
Band 3	\$ 57,023.11	\$ 59,706.44	\$ 62,389.78	\$ 65,074.22	\$ 67,085.62
Band 4	\$ 64,465.28	\$ 67,498.95	\$ 70,531.52	\$ 73,565.19	\$ 75,841.83
Band 5	\$ 72,786.05	\$ 76,212.06	\$ 79,636.96	\$ 83,062.96	\$ 85,631.36
Band 6	\$ 76,608.81	\$ 80,213.85	\$ 83,818.90	\$ 87,425.04	\$ 90,128.27

APPENDIX C

Remuneration & Allowances Commission Members

Brian Hooley BA, CFCP, is a resident of ward 4, he holds a BA from Mount Allison University and certification as a CFCP, a diploma in Financial Management and Certificate in Board Member Training. Brian has owned and managed various businesses on PEI over the last 25 years from lottery brokerage to food processing as well as property management, owning and operating residential and commercial properties. He is an active member of the community involved over the years with the Kirk of St James Management and Property Committees, Board of the PEI College of Pharmacists, Investigation Committee with the PEI College of Nurses, Board Member of the PEI Association for Long Term Community Care, Provincial Executive of the Liberal Party of PEI amongst others.

Kenneth F. DesRoches, BA. B.Ed., is a lifelong resident of Charlottetown. He was educated at City Schools and at U.P.E.I. He was elected and served as a City Councillor from 1972 - 1976. He served for 9 years at the Deputy Minister level in the P.E.I. Government. On leaving that role he established a private consulting group and provided professional consulting services to 60 government and private sector organizations. As a sessional instructor for about 20 years in the Faculty of Business at U.P.E.I, he taught 1622 students in a range of business courses. He has always been active in his community in a variety of charitable and religious organizations.

Lori Pendleton BBA, CPA-CGA, is a resident of Ward 3. She holds a BBA from UPEI and a certification as a Chartered Professional Accountant. Lori has worked in the field of commerce and finance for the past 40 years in the private sector, in the Economic Development offices of the Province of PEI (Innovation PEI) and the Federal Government (ACOA). Additionally, she owns and manages a portfolio of commercial and residential property in Charlottetown and is a shareholder and director of Masu Consortium Limited, a PEI based immigration business. Lori is active in the community and has been involved in a number of charitable and not for profit organizations. She currently holds the position of Vice Chair of Confederation Centre of the Arts, Treasurer of the Reach Foundation, Executive member of WoHeLo (QEH fundraising) and is the PEI representative on the Atlantic Women's Venture Foundation.