

**Rural Municipality of North Wiltshire, PEI**

**Inter Municipal Agreement Bylaw – Chief Administrative Officer and Municipal Office**

**Bylaw #2022-01**

**BE IT ENACTED** by the Council of the Rural Municipality of North Wiltshire as follows:

1. Title
  - 1.1. This bylaw shall be known and cited as the “Inter-Municipal Agreement Bylaw – Chief Administrative Officer and Municipal Office.”
2. Purpose
  - 2.1. The purpose of this bylaw is to allow the Rural Municipality of North Wiltshire to enter into an agreement with another municipality to offer service(s) as outlined in section 180 of the *MGA*.
  - 2.2. The Rural Municipality of North Wiltshire enters into an agreement with the Rural Municipality of Hunter River for shared Chief Administrative Officer and Municipal Office services as outlined in the attached Appendix A.
3. Authority
  - 3.1 Pursuant to Section 138 of the *Municipal Government Act* R.S.P.E.I 1988, Cap. M-12.1, Power to enter into agreements with another municipality, if authorized by bylaw, with another council for the provision of any service which each has the power to provide within its own boundaries.
  - 3.2. Agreement in writing. An agreement referred to in subsection (1) shall be in writing and shall set out the terms and conditions that apply to the agreement. 2016,c.44,s.138.
4. Effective Date
  - 4.1. This Inter-Municipal Agreement Bylaw – Chief Administrative Officer and Municipal Office. Bylaw, Bylaw# 2022-01, shall be effective on the date of approval and adoption below.

**First Reading:**

This Inter-Municipal Agreement Bylaw – Chief Administrative Officer and Municipal Office Bylaw, Bylaw# 2022-01, was read a first time at the Council meeting held on the 8<sup>th</sup> day of March, 2022.

This Inter-Municipal Agreement Bylaw – Chief Administrative Officer and Municipal Office Bylaw, Bylaw# 2022-01, was approved by a majority of Council members present at the Council meeting held on the 8<sup>th</sup> day of March, 2022.

**Second Reading:**

This Inter-Municipal Agreement Bylaw – Chief Administrative Officer and Municipal Office Bylaw, Bylaw# 2022-01, was read a second time at the Council meeting held on the 4th day of May, 2022.

This Inter-Municipal Agreement Bylaw – Chief Administrative Officer and Municipal Office Bylaw, Bylaw# 2022-01, was approved by a majority of Council members present at the Council meeting held on the 4th day of May, 2022.

**Approval and Adoption by Council:**

This Inter-Municipal Agreement Bylaw – Chief Administrative Officer and Municipal Office Bylaw, Bylaw# 2022-01, was adopted by a majority of Council members present at the Council meeting held on the 4th day of May, 2022.

5. Signatures

\_\_\_\_\_  
Mayor (signature sealed)  
(signature sealed)

\_\_\_\_\_  
Chief Administrative Municipal Officer

This Inter-Municipal Agreement Bylaw – Chief Administrative Officer and Municipal Office Bylaw adopted by the Council of the Rural Municipality of North Wiltshire on May 4<sup>th</sup>, 2022 is certified to be a true copy.

\_\_\_\_\_  
Chief Administrative Municipal Officer Signature

\_\_\_\_\_  
Date

**Appendix A**

**INTER-MUNICIPAL SHARED SERVICES AGREEMENT- Chief Administrative Officer and Municipal Office**

THIS AGREEMENT made as of the \_\_\_\_\_ day of \_\_\_\_\_, 202\_ (the “Effective Date”)

Between

RURAL MUNICIPALITY OF HUNTER RIVER

-and-

RURAL MUNICIPALITY OF NORTH WILTSHIRE

(Collectively, the “Municipalities”)

**Purpose of the Agreement**

The purpose of this Inter-Municipal Shared Services Agreement-Chief Administrative Officer and Municipal Office between the Rural Municipality of Hunter River and the Rural Municipality of North Wiltshire is to provide an outline regarding sharing services of a Chief Administrative Officer and Municipal Office. The agreement;

- provides for the Municipalities to give or receive the services of a Chief Administrative Officer and location for a Municipal office;
- provides for sharing of costs associated with Chief Administrative Officer wages and operation of a Municipal Office;

- outlines the costs and considerations for reimbursement to the municipalities providing resources.

### **Resources and Services Description**

The Municipalities mutually agree to provide or compensate as outlined below:

- administrative services of a Chief Administrative Officer and location for a Municipal Office.

### **Expenditures Related to the Inter-Municipal Services**

Each fiscal year, the cost of the shared Chief Administrative Officer and Municipal Office for 20 hours per week will be calculated per capita (based on the most recent census information) and an agreed upon rate per hour in February of each year. This will allow for budgeting for the next fiscal year. The Rural Municipality of North Wiltshire will be invoiced quarterly for their portion of the costs.

### **Review of Agreement Compensation**

The financial compensation will be reviewed by agreement of the Municipalities annual basis. The amended Appendix A may then be approved by each Municipality's council via resolution. (MGA s. 135)

### **Termination**

This Agreement may be terminated in writing at any time by either municipality's council via resolution, providing a least six months' notice. The Municipalities are then required to repeal the Inter-Municipal Agreement – Chief Administrative Officer and Municipal Office Bylaw.

This Agreement has effect from fiscal year to fiscal year until terminated. Municipalities terminating this agreement shall remain responsible for their share of any costs in relation to Inter-Municipal Agreement – Chief Administrative Officer and Municipal Office incurred up to the effective date of the termination and any severance costs associated thereto, should it apply.

The Municipalities agree that the notice and consideration set forth in this section constitutes reasonable, fair and equitable notice and compensation for damages, if any, as a result of the termination of this Agreement.