2026 ORGANIZATIONAL MEETING OF COUNCIL
AGENDA

August 18, 2026 - 9:30 a.m.
Summer Village of White Sands
Location: Municipal Office: #8 Front Street and streamed onto YouTube

1. **CALL TO ORDER**

2. **ADOPTION OF AGENDA**
   Recommended Motion: THAT the August 17, 2026, Organizational Meeting Agenda be adopted as presented/amended.

3. **APPOINTMENT OF CHIEF ELECTED OFFICIAL (MAYOR)**

4. **APPOINTMENT OF DEPUTY CHIEF ELECTED OFFICIAL (DEPUTY MAYOR)**

5. **COUNCIL GOVERNANCE ROLES & RESPONSIBILITIES**

6. **APPOINTMENT OF SIGNING AUTHORITY**

7. **ESTABLISHMENT OF REGULAR COUNCIL MEETINGS SCHEDULE**

8. **APPOINTMENT OF COUNCIL MEMBERS TO COMMITTEES, BOARDS & COMMISSIONS**

9. **APPOINTMENT / CONFIRMATION OF EXTERNAL AGENCIES & CONTRACTED SERVICES**

10. **ANNUAL REVIEW OF COUNCIL REMUNERATION POLICY CNL 2.1**

11. **ADJOURNMENT**
    Recommended Motion: THAT the August 18, 2026 Organizational Meeting be adjourned.

Summer Village of White Sands
Request For Decision (RFD)

Meeting:	**2026 Organizational Meeting**
Meeting Date:	**August 17, 2026**
Originated By:	**Chief Administrative Officer**
Title:	**Appointment of Chief Elected Official**
Agenda Item Number:	**3**

BACKGROUND/PROPOSAL:

The Municipal Government Act requires the Summer Village to hold an Organizational Meeting annually and Council to appoint a Chief Elected Official from among its members. This is an annual appointment and is required even though 2026 is not an election year. The appointee serves until the next Chief Elected Official is appointed. Council may use the title "Mayor."

LEGISLATIVE AUTHORITY:

- MGA s.150(2) – Council appoints the Chief Elected Official from among its members.
- MGA s.159 – The Chief Elected Official is appointed at each Organizational Meeting.
- MGA s.185.1 – If requested by a Councillor, the vote must be conducted by secret ballot and the result confirmed by resolution.
- MGA s.192(2) – A summer village must hold an Organizational Meeting annually, no later than August 31.

COSTS/SOURCE OF FUNDING (if applicable):

Not applicable. There are no direct financial implications.

RECOMMENDED ACTION:

THAT Council appoint _____ as Chief Elected Official for the Summer Village of White Sands, with the title of "Mayor," to serve until the appointment of the next Chief Elected Official.

Summer Village of White Sands

Request For Decision (RFD)

Meeting:	**2026 Organizational Meeting**
Meeting Date:	**August 17, 2026**
Originated By:	**Chief Administrative Officer**
Title:	**Appointment of Deputy Chief Elected Official**
Agenda Item Number:	**4**

BACKGROUND/PROPOSAL:

The Municipal Government Act requires Council to appoint a councillor as the Deputy Chief Elected Official. The Deputy Chief Elected Official acts in place of the Chief Elected Official when the Chief Elected Official is absent or unable to perform the duties of the position. Council may establish the term of the appointment and use the title "Deputy Mayor."

LEGISLATIVE AUTHORITY:

MGA s.152 – Council must appoint a councillor as Deputy Chief Elected Official. The appointment may be made by bylaw or resolution for a specified term.

COSTS/SOURCE OF FUNDING (if applicable):

Not applicable. There are no direct financial implications.

RECOMMENDED ACTION:

THAT Council appoint _____ as Deputy Chief Elected Official for the Summer Village of White Sands, with the title of "Deputy Mayor," to serve until the 2027 Organizational Meeting.

Summer Village of White Sands

Request For Decision (RFD)

Meeting:	**2026 Organizational Meeting**
Meeting Date:	**August 17, 2026**
Originated By:	**Chief Administrative Officer**
Title:	**Council Governance Roles & Responsibilities**
Agenda Item Number:	**5**

BACKGROUND/PROPOSAL:

Administration has prepared the attached **Council Governance Overview** as an annual reference for Council regarding its roles and responsibilities under the *Municipal Government Act* and recent legislative changes.
The document summarizes the respective roles of Council, individual Councillors, the Mayor and the CAO, including Council decision-making, the governance/administration relationship, and appropriate use of electronic communications. These are central themes throughout the document.
While annual review of this document is **not specifically required by the MGA**, providing it at the Organizational Meeting supports Council in maintaining a common understanding of its ongoing legislative and governance responsibilities.

LEGISLATIVE AUTHORITY:

The Governance Overview references applicable provisions of the *Municipal Government Act*, including:

- **s.153** – Responsibilities of Council
- **s.153.1** – Duties of Councillors
- **ss.154–156** – Chief Elected Official
- **ss.205–210** – Chief Administrative Officer
- **Part 5** – Council and Council Committees

The document specifically emphasizes that Council's role is governance and strategic direction, while Administration is responsible for implementing Council decisions and managing municipal operations.

COSTS/SOURCE OF FUNDING:

Not applicable.

RECOMMENDED ACTION:

THAT Council receive the Council Governance Overview – Municipal Government Act (MGA) & Bill 28 as information and an annual governance reference for Council.

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Summer Village of White Sands

Council Governance Overview

Municipal Government Act (MGA) & Bill 28

Purpose

The purpose of this summary is to provide members of Council with a high-level overview of the governance roles and responsibilities established under Alberta's **Municipal Government Act (MGA)** and recent legislative amendments, including **Bill 28**. It is intended to support effective governance and informed decision-making and does not replace the Municipal Government Act, municipal bylaws, or legal advice.

Purpose of Council

Under Alberta's **Municipal Government Act (MGA)**, Council is the governing body of the municipality. Council's primary responsibility is to establish the strategic direction of the municipality by adopting bylaws, approving policies and budgets, setting service levels, and representing the interests of the municipality as a whole.

Council governs—it does not administer.

The municipality acts only through decisions made collectively by Council at a properly constituted meeting.

Council's Legislative Responsibilities

Section 153 of the Municipal Government Act establishes Council's responsibilities, including:

- Developing and evaluating municipal policies and programs.
- Determining the services to be provided by the municipality.
- Ensuring appropriate administrative policies, practices, and controls are in place.
- Providing stewardship of municipal finances and assets.
- Participating in regional and provincial partnerships.
- Representing the interests of the municipality as a whole.

Council's role is strategic rather than operational. Council establishes **what** the municipality wishes to accomplish, while Administration determines **how** those objectives are implemented.

Individual Councillor Responsibilities

Under **Section 153.1 of the MGA**, every Councillor is expected to:

- Consider the welfare and interests of the municipality as a whole.
- Participate in developing municipal policies.

- Attend and actively participate in Council and Committee meetings.
- Obtain municipal information through the Chief Administrative Officer (CAO).
- Maintain the confidentiality of information received in confidence.
- Comply with the Municipal Government Act and other applicable legislation.
- Act honestly, respectfully, ethically, and in the public interest.

Councillors represent the entire municipality—not individual residents, neighbourhoods, or special interest groups.

Role of the Mayor (Chief Elected Official)

The Mayor performs all responsibilities of a Councillor while also:

- Presiding over Council meetings.
- Providing leadership to Council.
- Acting as the official spokesperson for the municipality.
- Representing the municipality at official functions.
- Promoting effective governance.

The Mayor has one vote, equal to every other member of Council, unless legislation provides otherwise.

Role of the Chief Administrative Officer (CAO)

Under **Sections 205–210 of the MGA**, Council appoints a Chief Administrative Officer who is responsible for the overall administration of the municipality.

The CAO is responsible for:

- Implementing Council decisions.
- Managing municipal operations.
- Supervising municipal employees.
- Providing professional advice and recommendations.
- Preparing budgets, reports, and strategic recommendations.
- Ensuring legislative compliance.
- Administering municipal bylaws and policies.

Administration is accountable to the CAO, and the CAO is accountable to Council as a whole.

Council directs the CAO—not individual municipal employees.

Council's Relationship with Administration

Effective municipal government depends on mutual respect, professionalism, and clearly defined roles.

Council's responsibilities include:

- Establishing municipal priorities.
- Approving bylaws, policies, and budgets.
- Providing strategic direction.
- Holding the CAO accountable for organizational performance.

Administration's responsibilities include:

- Providing professional advice and recommendations.
- Implementing Council's decisions.
- Managing municipal operations.
- Supervising municipal employees.
- Delivering municipal services.
- Ensuring legislative compliance.

Council works through the CAO rather than directing municipal employees. Likewise, Administration supports Council by providing objective information and professional recommendations to assist with informed decision-making.

Governance vs. Administration

Council (Governance)	Administration (Operations)
Sets strategic direction	Implements Council decisions
Passes bylaws	Administers bylaws
Approves budgets	Manages approved budgets
Establishes policies	Implements policies
Determines service levels	Delivers municipal services
Holds the CAO accountable	Manages municipal staff

Maintaining a clear separation between governance and administration is fundamental to effective municipal government.

Decision-Making

Council exercises its authority only when meeting as a duly constituted Council.

Council decisions must be be made:

- at a properly advertised Council meeting;
- by resolution (motion) or by bylaw;
- by majority vote unless legislation provides otherwise; and
- in accordance with the Municipal Government Act and the municipality's Procedural Bylaw.

Outside of a Council meeting, individual Councillors—including the Mayor—do not have the authority to:

- direct Administration;
- authorize municipal expenditures;
- commit municipal resources;
- instruct municipal employees;
- make decisions on behalf of the municipality; or
- speak on behalf of Council unless authorized by Council.

Email and Electronic Communications

Email, telephone calls, text messages, and other electronic communications are valuable tools for sharing information between Council and Administration. They are intended to support communication—not replace Council's decision-making process.

Electronic communications should **not** be used to:

- seek consensus outside a Council meeting;
- conduct informal voting or polling;
- direct Administration on matters requiring Council approval;
- debate matters that should occur during a public Council meeting; or
- create the appearance that Council has reached a decision before a matter has been formally considered.

Electronic communications are appropriate for:

- requesting information or clarification from the CAO;
- asking procedural or administrative questions;
- receiving agenda materials, reports, and updates;
- sharing publicly available information; and
- coordinating meeting schedules or administrative matters.

Open communication between Council and Administration is encouraged. However, municipal decisions should always be made openly during a properly constituted Council meeting where matters can be discussed, debated, and decided by resolution.

Bill 28 – Strengthening Municipal Governance

Bill 28 continues Alberta's efforts to strengthen municipal governance by enhancing accountability, transparency, and public confidence in local government.

Key governance initiatives include:

- Establishing a province-wide Councillor Accountability Framework.
- Providing for independent third-party investigations into Councillor conduct complaints.
- Creating independent appeal commissioners.
- Promoting greater consistency in governance practices across Alberta municipalities.

- Enhancing provincial guidance respecting governance responsibilities.

These changes reinforce the expectation that elected officials conduct themselves professionally, make decisions transparently, and maintain public confidence in municipal government.

Principles of Good Governance

Effective Councils:

- Focus on the long-term interests of the municipality.
- Respect the distinction between governance and administration.
- Base decisions on facts, legislation, and professional advice.
- Treat fellow Council members, Administration, and the public with professionalism and respect.
- Support Council decisions once they have been made.
- Communicate openly and transparently.
- Act in the best interests of the municipality as a whole.
- Comply with the Municipal Government Act and municipal bylaws.

Guiding Principles for Council

As members of Council, you are encouraged to:

- Govern strategically rather than manage day-to-day operations.
- Respect the distinct roles of Council and Administration.
- Work collaboratively while respecting differing opinions.
- Base decisions on facts, legislation, professional advice, and the public interest.
- Remember that Council's authority exists only when acting collectively at a properly constituted meeting.
- Foster respectful relationships that build trust with residents, Administration, and one another.
- Maintain transparency, accountability, and integrity in all municipal decision-making.

Key Takeaway

The Municipal Government Act establishes a clear division of responsibilities.

Council provides governance by establishing the municipality's vision, priorities, bylaws, policies, and budget.

Administration manages operations by implementing Council's decisions and delivering municipal services efficiently and in compliance with legislation.

When Council focuses on strategic leadership and Administration focuses on day-to-day operations, the municipality is better positioned to deliver effective services, maintain legislative compliance, and serve the best interests of the community.

Key Municipal Government Act References

MGA Section	Subject
Section 153	Responsibilities of Council
Section 153.1	Duties of Councillors
Sections 154–156	Chief Elected Official (Mayor)
Sections 197–200	Powers of the Municipality
Sections 205–210	Chief Administrative Officer
Part 5	Council and Council Committees
Part 17	Municipal Accountability and Administration

Organizational Meeting Reference

This governance summary is provided as part of the Summer Village of White Sands Organizational Meeting package to assist Council in understanding its legislative responsibilities and governance role at the beginning of the municipal year. It is intended as an educational resource and should be read in conjunction with the Municipal Government Act, municipal bylaws, and applicable provincial legislation.

Summer Village of White Sands

Request For Decision (RFD)

Meeting:	**2026 Organizational Meeting**
Meeting Date:	**August 17, 2026**
Originated By:	**Chief Administrative Officer**
Title:	**Appointment of Signing Authority**
Agenda Item Number:	**6**

BACKGROUND/PROPOSAL:

Municipal operations require authorized signing officers for financial instruments, agreements, contracts and other official documents. As part of the annual Organizational Meeting, Council may review and confirm signing authority to ensure appropriate elected and administrative signing coverage.

LEGISLATIVE AUTHORITY:

MGA s.213(3) – Municipal agreements and documents may be signed by the Chief Elected Official and a designated officer, unless Council provides otherwise.

MGA s.213(4) – Cheques and other negotiable instruments must be signed by the Chief Elected Official or another person authorized by Council, and by the CAO or a designated officer.

COSTS/SOURCE OF FUNDING (if applicable):

Not applicable. There are no direct financial implications.

RECOMMENDED ACTION:

THAT Council appoint the Chief Elected Official (Mayor), Deputy Chief Elected Official (Deputy Mayor), and Chief Administrative Officer as authorized signing officers for the Summer Village of White Sands; AND THAT two signatures be required on cheques and negotiable instruments, consisting of one authorized elected official and one authorized administrative official, in accordance with the Municipal Government Act.

Summer Village of White Sands
Request For Decision (RFD)

Meeting:	**2026 Organizational Meeting**
Meeting Date:	**August 18, 2026**
Originated By:	**Chief Administrative Officer**
Title:	**Establishment of Regular Council Meeting Schedule**
Agenda Item Number:	**7**

BACKGROUND/PROPOSAL:

The Municipal Government Act requires Council to establish by resolution the date, time and place of its regular Council meetings. As part of the annual Organizational Meeting, Council is asked to confirm the regular meeting schedule for the upcoming year.

LEGISLATIVE AUTHORITY:

MGA s.193 - Council may establish the date, time and place of regular Council meetings. Public notice of regular meetings must be provided.

Public Notification Bylaw 214-25 - Provides the municipality's methods for giving public notice.

PROPOSED SCHEDULE:

Date / Frequency:	_____
Time:	_____
Location:	Municipal Office, 8 Front Street, White Sands, AB

COSTS/SOURCE OF FUNDING (if applicable):

There are no additional costs associated with establishing the regular Council meeting schedule.

RECOMMENDED ACTION:

THAT Council establish the regular Council meeting schedule as presented/amended, with meetings to be held at the Municipal Office, 8 Front Street, White Sands, Alberta; AND THAT Administration provide public notice of the approved schedule in accordance with the Municipal Government Act and Public Notification Bylaw 214-25.

Summer Village of White Sands
Request For Decision (RFD)

Meeting:	**2026 Organizational Meeting**
Meeting Date:	**August 17, 2026**
Originated By:	**Chief Administrative Officer**
Title:	**Appointment of Council Members to Committees, Boards & Commissions**
Agenda Item Number:	**8**

BACKGROUND/PROPOSAL:

Council annually appoints members to municipal and regional committees, boards and commissions to provide representation on behalf of the Summer Village of White Sands. As this is not an election year, Council is asked to review and confirm appointments for the upcoming year.

LEGISLATIVE AUTHORITY:

MGA ss.145-146 - Council may establish committees and appoint members.

MGA s.153 - Establishes the general duties and responsibilities of councillors.

Applicable municipal bylaws, agreements and terms of reference establish membership requirements for individual committees, boards and commissions.

COMMITTEE/BOARD/COMMISSION APPOINTMENTS:

Committee / Board / Commission	Appointment
White Sands Municipal Planning Commission (MPC)	All Council
Buffalo Lake Intermunicipal Development Plan Committee (BLIDP)	_____
BLIDP South Shore Plan Committee	_____
Buffalo Lake Management Team	_____
County of Stettler Housing Authority	_____
Heartland Regional Fire Commission	_____
Stettler and District Ambulance Authority	_____
Regional Waste Management Authority	_____
Shirley McClellan Regional Water Services Commission	_____
White Sands Parks & Recreation Committee	_____
White Sands Emergency Management Committee	All Council
Stettler Regional Emergency Management Agency (SREMA)	_____
Parkland Regional Library Board	_____
Intermunicipal Collaboration Committee (ICC) - Mayor or Designate	_____

COSTS/SOURCE OF FUNDING (if applicable):

There are no direct financial implications associated with the appointments. Any applicable meeting remuneration or expenses are addressed through the approved budget and Council remuneration policies.

RECOMMENDED ACTION:

THAT Council appoint members to the committees, boards and commissions as presented, with appointments to remain in effect until the 2027 Organizational Meeting or until otherwise amended by resolution of Council.

Summer Village of White Sands
Request For Decision (RFD)

Meeting:	**2026 Organizational Meeting**
Meeting Date:	**August 17, 2026**
Originated By:	**Chief Administrative Officer**
Title:	**Appointment of External Agencies & Contracted Services**
Agenda Item Number:	**9**

BACKGROUND/PROPOSAL:

The Summer Village relies on external agencies and contracted professionals to provide specialized municipal services and fulfill statutory and operational requirements. As part of the annual Organizational Meeting, Council is asked to confirm the agencies and individuals providing these services for 2026.

LEGISLATIVE AUTHORITY:

Appointments and service arrangements are made in accordance with applicable provisions of the Municipal Government Act, Emergency Management Act, Safety Codes Act, municipal bylaws, agreements and contracts.

2026 EXTERNAL AGENCIES & CONTRACTED SERVICES:

Service / Appointment	Agency / Individual
Property Assessor	Municipal Property Consultants
Municipal Auditor	Gitzel and Company
Safety Codes / Inspection Services	IJD Inspections
Regional Subdivision Development Appeal Board	Red Deer County Contract
Regional Assessment Review Board	Capital Region Assessment Services Commission (CRASC)
Subdivision and Development Officer	Gra-Core Consulting & Investments Ltd. & CAO
Regional Director of Emergency Management	Clint Sime, County of Stettler
Regional Deputy Directors of Emergency Management	Kyle Benna (County of Stettler Protective Services); Michael Kossowan (County of Stettler Protective Services); Ivan Dijkstra (Heartland Regional Fire Commission)
Animal Control Services and Bylaw Enforcement Officer	Alberta Animal Services Bylaw Enforcement

COSTS/SOURCE OF FUNDING (if applicable):

Costs associated with these services are provided for through the approved municipal operating budget and applicable service agreements or contracts.

RECOMMENDED ACTION:

THAT Council confirm the 2026 external agencies, contracted services and designated individuals as presented, subject to the terms of applicable bylaws, agreements and contracts.

Summer Village of White Sands

Request For Decision (RFD)

Meeting:	**2026 Organizational Meeting**
Meeting Date:	**August 17, 2026**
Originated By:	**Chief Administrative Officer**
Title:	**Annual Review of Council Remuneration Policy CNL 2.1**
Agenda Item Number:	**10**

BACKGROUND/PROPOSAL:

Council Remuneration Policy CNL 2.1 establishes compensation and reimbursement for elected officials undertaking approved municipal duties. Section 1.3 of the Policy requires Council to review the remuneration rates and the Policy annually at the Organizational Meeting, considering inflation (CPI), municipal comparisons and other relevant factors.

The current Policy was last amended September 17, 2025. As 2026 is not an election year, this review is the regular annual policy review required by CNL 2.1 and is separate from the pre-election review contemplated by Section 1.4.

LEGISLATIVE / POLICY AUTHORITY:

Municipal Government Act - Council is responsible for establishing municipal policy and governance direction.

CNL 2.1, s.1.3 - Remuneration rates and the Policy shall be reviewed annually by Council at the Organizational Meeting, considering CPI, municipal comparisons and other factors.

COSTS/SOURCE OF FUNDING (if applicable):

Council remuneration and related expenses are provided for through the approved municipal operating budget. Any changes directed by Council may have future budget implications.

RECOMMENDED ACTION:

THAT Council review Council Remuneration Policy CNL 2.1 and confirm the Policy and remuneration rates remain in effect without amendment.

ATTACHMENT:

Council Remuneration Policy CNL 2.1 - amended September 17, 2025.

SUMMER VILLAGE OF WHITE SANDS

Prepared by:	Administration	**Number**:	CNL 2.1 (Formerly Policy XI)
Adopted by:	White Sands Council	**Date**:	August 24, 2021
Amended:	February 21, 2024	**Resolution#**	24:02:03
Amended:	April 9, 2025	**Resolution#**	25:04:06
Amended:	August 22, 2025	**Resolution#**	25:08:32
Amended:	September 17, 2025	**Resolution#**	25:09:10

Title: **Council Remuneration Policy**

Definitions: **Remuneration**: Compensation paid to elected officials for their service, including base payments, meeting fees, and allowances for approved duties

Purpose: To ensure Council Members receive fair, transparent, and accountable compensation for time and expenses incurred while conducting municipal business.

Policy Statement: The Mayor and Councillors of the Summer Village of White Sands shall receive remuneration and reimbursement for approved municipal duties and related expenses, consistent with provincial best practices and subject to annual review.

Procedure:

1 STANDARDS

1.1 Remuneration is provided for official municipal business and functions that benefit the municipality.

1.2 Compensation is not intended to replace income from professional or employment roles.

1.3 Remuneration rates and this policy shall be reviewed annually by Council at the Organizational Meeting, considering inflation (CPI), municipal comparisons, and other factors. .

1.4 Before a municipal election and Council dissolution, the outgoing Council will review this Remuneration Policy and suggest any changes to remuneration rates, which must at minimum reflect the cost of living (CPI) or CRA mileage

increases. This ensures remuneration remains fair and aligned with economic factors during transitions. .

2 MAYOR AND COUNCIL FEES

2.1 Compensation shall follow the rates in Schedule A:

2.2 Base remuneration for regular council meeting attendance will be paid monthly with no claim form required by council.

2.3 Other expenses must be submitted with an approved claim form and supporting receipts unless otherwise authorized by Council.

2.4 Absences due to illness or compassionate grounds will not reduce base remuneration, provided prior notice is given to the Chair or Administration

2.5 Per Diem rates apply for approved meetings, determined by**:**

- 2.5.1 Half-day: Up to 4 hours including travel time.
- 2.5.2 Full-day: Over 4 hours including travel time.

2.6 Approved meetings include:

- 2.6.1 Regular Council meetings.
- 2.6.2 Committees, boards, or external bodies to which Council has formally appointed the member (including alternates) by resolution at the Organizational Meeting or other Council meeting.
- 2.6.3 Budget or special Council meetings authorized by Council resolution
- 2.6.4 Compensation for attendance at other special events, provided such attendance is: authorized by council and demonstrated to provide a benefit to the community.

3 COUNCIL PROFESSIONAL DEVELOPMENT AND CONFERENCES:

3.1 Each Councillor is allocated $800.00 annually for professional development (e.g., seminars, workshops, webinars).

3.2 Travel, meals, accommodations, and other related costs are reimbursed separately in accordance with Section 4

3.3 Attendance at the following major conferences is encouraged and supported:

- 3.3.1 Alberta Summer Villages Association (ASVA).
- 3.3.2 Alberta Municipalities (AUMA):

3.3.3 Rural Municipalities of Alberta (RMA)
3.3.4 Other relevant provincial or national governance events

3.4 Council shall annually determine, by resolution, the number of members attending each conference based on:

- Available budget
- Cost of attendance
- Relevance to roles/responsibilities
- Rotation or priority strategies (e.g. alternating years)

3.5 Councillors attending conferences may claim per diem rates in addition to travel-related reimbursements.

3.6 Spouse or partner expenses are not reimbursed unless they are sharing accommodations with the Councillor or their attendance is part of an official municipal invitation.

3.7 The ASVA Conference shall be considered the primary professional development event for Council members, particularly in election years. Attendance at ASVA is highly encouraged for all Council members and may be mandatory for new or first-term Councillors, subject to budget approval.

3.8 All conference or external meeting attendance must be approved by Council resolution

4 EXPENSES

4.1 Reasonable out-of-pocket expenses related to municipal duties shall be reimbursed. This includes.

- Travel and transportation
- Accommodation
- Meals
- Printing supplies (paper, ink)

4.2 Use of personal vehicles is reimbursed at the current CRA per-kilometre rate.

4.3 Meal costs may be reimbursed either via:

- CRA per diem rates, or
- Itemized receipts (gratuity allowed, alcohol excluded)

4.4 Personal electronic technology including cell phone, computer, and/or printing expenses, will be covered under a $15.00 monthly allowance.

4.5 Monthly claims must be submitted using the approved expense form.

4.6 Approval of Expense Claims: All expense claims submitted by Councillors must be reviewed and approved by the Mayor before reimbursement is processed. In the event the Mayor submits an expense claim, the Deputy Mayor shall review and approve it. Expense claims without the required approval will not be reimbursed.

4.7 Appeals of Denied Claims If a Councillor's expense claim is denied by the approving authority (Mayor or Deputy Mayor), the Councillor may appeal the decision to the full Council for further review and final determination. The Council's decision on the appeal shall be final.

4.8 Administration will present an annual summary of Council remuneration and expenses at the Organizational Meeting. This summary may be published for public transparency.

Schedule A: Remuneration and Expense Rates

Annual Base Honorarium

(Paid monthly via automatic deposit, no expense form required)

Role	Annual Rate	Monthly Payment
Mayor	$2,500	$208.33/month
Councillor	$1,750	$145.83/month

Note: The honorarium compensates for general duties and regular monthly Council meetings.

Meeting Per Diem Rates

(Paid through automatic deposit and considered CRA taxable income)

Type	**Duration**	**Rate**
Budget/Special Council Meetings	Up to 4 hrs	$125.00
Budget/Special Council Meetings	Over 4 hrs	$200.00
Committee/Board/Training/Conference	Up to 4 hrs	$125.00
Committee/Board/Training/Conference	Over 4 hrs	$200.00

Note: Meeting per diem rates are considered taxable income under CRA guidelines. These payments are included with the monthly honorarium through automatic deposit and are reported as part of regular payroll reporting as part of the expense reporting sheet.

Expense Reimbursements

(Paid through Accounts Payable cheque run; not subject to income tax)

- Mileage: CRA per-kilometre rate (non-taxable)
- Meals: CRA per diem or receipts (alcohol excluded)
- Accommodation & Transportation: Receipts required
- Communication/technology Expense - $15.00 monthly.

Note: These reimbursements are not taxable benefits and are processed separately from payroll, but still need to be reported on the expense reporting sheet.

End of Policy – CNL 2.1