

**Summer Village of White Sands  
Council Organizational Meeting Agenda  
August 22, 2025 @ 10:30 AM  
White Sands Municipal Office  
#8 Front Street & electronically live streamed  
YouTube @svofwhitesands2053**

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## OATH OR AFFIRMATION - MEMBER OF COUNCIL

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I, \_\_\_\_\_, having been elected to the office of Councillor in the **Summer Village of White Sands**,

DO SOLEMNLY PROMISE AND DECLARE THAT:

1. I will truly, faithfully and impartially, to the best of my knowledge and ability, perform the duties of this office;
2. I am qualified to hold the office to which I have been elected;
3. I have not received and will not receive any payment or reward, or promise of payment or reward, for the exercise of any corrupt practice or other undue execution or influence of this office;
4. I have read, understand and agree to abide by the code of ethics, rules of conduct and procedures applicable to my position as a member of Council required of me by the Alberta Municipal Government Act and any other Act and by the Council.
5. I will:
  - a. perform the duties of office imposed by the Alberta Municipal Government Act, and any other Act, or law, bylaw and by the Council;
  - b. disclose any conflict of interest within the meaning of Division 6 of the Alberta Municipal Government Act
  - c. comply with the code of ethics, rules of conduct and procedures applicable to the office I now hold that are imposed by Alberta Municipal Government Act and any other Act and by the Council.

SWORN before me at the  
Summer Village of White Sands,  
in the Province of Alberta,  
this \_\_\_\_ day of August, A.D. 2025.

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Signature of Declarant

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A Commissioner for Oaths in  
and for the Province of Alberta



## Request For Decision (RFD)

Meeting:	2025 Organizational Meeting
Meeting Date:	
Originated By:	Melissa Beebe, CAO
Title:	Appointment of Chief Elected Official
Agenda Item Number:	3

### BACKGROUND/PROPOSAL:

In accordance with Section 150(2) of the *Municipal Government Act (MGA)*, the council of a village, summer village, or municipal district must appoint one of its members as the **Chief Elected Official (CEO)** unless a bylaw provides for election by the electors. The CEO chairs council meetings and performs additional duties outlined in legislation and municipal bylaws, in addition to their role as a councillor.

This Request for Decision seeks Council's direction on:

- The method of voting to be used;
- Nominations from among Council members;
- The formal appointment of a Chief Elected Official; and
- The official title to be used for the position.

### LEGISLATIVE AUTHORITY:

- **MGA s.150(2):** CEO to be appointed by council from among councillors unless a bylaw allows for election by electors.
- **MGA s.154:** CEO must preside at council meetings and perform other legislated/bylaw-imposed duties.
- **MGA s.155:** Title shall be "Chief Elected Official" unless Council directs otherwise.
- **MGA s.185.1:** If requested, voting for CEO must be held by secret ballot and confirmed by resolution of Council.

### DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

The appointment process consists of the following steps:

1. **Nominations:** One or more members of Council may be nominated. Nominees must accept the nomination.
2. **Voting Method:**



## *Request For Decision (RFD)*

- **Show of Hands** (requires unanimous consent); or
  - **Secret Ballot** (may be requested by any councillor, must be confirmed by resolution).
3. **Appointment:** Once a candidate receives the majority of votes or is acclaimed, Council must pass a resolution to formally appoint the individual as CEO.
  4. **Title Designation:** Council may choose to retain the title "Chief Elected Official" or assign an alternate such as "Mayor."

### *COSTS/SOURCE OF FUNDING (if applicable)*

Not applicable. There are no direct financial implications related to this appointment.

### RECOMMENDED ACTION:

#### **THAT Council:**

1. Proceed with nominations for the position of Chief Elected Official from among Council members;
2. Confirm the voting method to be used for the appointment, in accordance with Section 185.1 of the *Municipal Government Act*;
3. Appoint a Councillor as the Chief Elected Official, by resolution, and assign the formal title of "Mayor" to be used when referring to the appointed individual.

**Initials show support – Reviewed By:**

**CAO: MB**



## *Request For Decision (RFD)*

Meeting:	2025 Organizational Meeting
Meeting Date:	
Originated By:	Melissa Beebe, CAO
Title:	Appointment of Deputy Chief Elected Official
Agenda Item Number:	4

### BACKGROUND/PROPOSAL:

Section 152 of the *Municipal Government Act (MGA)* requires that Council appoint a councillor as the **Deputy Chief Elected Official (Deputy CEO)**. The Deputy CEO acts in place of the Chief Elected Official (CEO) when the CEO is unable to perform their duties or is absent.

The appointment may be made for a specified term, which may be rotational or continuous at Council's discretion. This RFD recommends that Council proceed with the appointment of a Deputy CEO and determine the appropriate title to be used, if different from "Deputy Chief Elected Official."

### LEGISLATIVE AUTHORITY:

- **MGA s.152:**
  - A council must appoint a councillor as Deputy Chief Elected Official.
  - The Deputy CEO must act in place of the CEO when the CEO is unable to perform the duties of the position or is absent.
  - Council may appoint the Deputy CEO by bylaw or resolution, for a specified term.

### DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

#### **Purpose of the Deputy CEO Appointment:**

- Ensures continuity of leadership and administrative function in the absence of the Chief Elected Official.
- Provides flexibility for Council to determine the appointment term (e.g., annual, rotational, or full term).
- Appointment is typically made at organizational meetings or following a vacancy/change in office.

#### **Considerations for Council:**



## *Request For Decision (RFD)*

- **Term Length:** Council may appoint the Deputy CEO for a fixed term (e.g., 6 months, 1 year), or on a rotating basis.
- **Nomination & Voting:** A nomination process may be followed. If more than one nomination is received, voting must occur (show of hands or secret ballot if requested).
- **Title:** Council may choose to use a title such as “Deputy Mayor” in place of “Deputy Chief Elected Official.”

### *COSTS/SOURCE OF FUNDING (if applicable)*

Not applicable. There are no direct financial implications related to this appointment.

### RECOMMENDED ACTION:

1. Receive nominations for the position of Deputy Chief Elected Official from among the councillors;
2. Confirm the term of appointment (e.g., until the next organizational meeting or a specified duration);
3. Determine and confirm the voting method;
4. Appoint a Councillor as the Deputy Chief Elected Official, by resolution, and assign the formal title of “Deputy Mayor” to be used when referring to the appointed individual

<b>Initials show support – Reviewed By:</b>
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<b>CAO: MB</b>
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## *Request For Decision (RFD)*

Meeting:	2025 Organizational Meeting
Meeting Date:	
Originated By:	Melissa Beebe, CAO
Title:	MGA Training Compliance – Munis 101 (Parts A & B)
Agenda Item Number:	5

### BACKGROUND/PROPOSAL:

To update Council on compliance with the mandatory Municipal Government Act (MGA) orientation training requirements under Section 201.1 and confirm registration for the upcoming EOEP Munis 101 – Part B session.

### LEGISLATIVE AUTHORITY:

Amendments to **Section 201.1 of the MGA** require all elected municipal officials—both new and returning—to complete orientation training within specified timelines following an election:

- **Part A** – Must be completed **before or on the day of the first organizational meeting**
- **Part B** – Must be completed **before or on the day of the first regular council meeting**, unless extended by resolution (up to 90 days)

### DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

#### Training Content

- **Part A** includes: roles of municipalities, roles and responsibilities of council/councillors, CAO and staff responsibilities, code of conduct, and municipal organization.
- **Part B** includes: budgeting and financial administration, key plans and policies, public participation, and other prescribed topics.

#### Status Update

- **Part A** training has been completed by all council members prior to the organizational meeting.
- **Part B** training is confirmed through registration for **EOEP's Munis 101** course, scheduled as follows:
  - **Date:** Saturday, September 13, 2025
  - **Time:** 9:00 AM – 4:00 PM
  - **Delivery:** Online via Zoom
  - **Cost:** \$295 + GST per participant
  - **Format:** Tailored for Summer Village councils



## *Request For Decision (RFD)*

### COSTS/SOURCE OF FUNDING (if applicable)

Training fees of \$295 + GST per participant are available to be covered under the approved Council Education and Training budget.

### RECOMMENDED ACTION:

1. That Council confirms completion of Part A MGA training by all members and registration for Part B (Munis 101) on September 13, 2025, and approves reimbursement of training costs from the Council Education and Training budget.

**Initials show support – Reviewed By:**

**CAO: MB**

### **Attachments:**

Munis 101 Information Sheet

Registration Confirmation Munis 101 Part B

# Munis 101- Summer Villages

Learn the foundations of serving on municipal council and satisfy Alberta’s orientation requirements after getting elected.

Recent changes to the *Municipal Government Act* ([section 201.1](#)) now mandate that every municipal elected official must attend orientation training on key topics that are essential to serving on council. All new and returning municipal elected officials must complete orientation training per the following timelines after being elected:

Part A Before or on the same day as the first organizational meeting after the election	Part B Before or on the same day as the first regularly scheduled council meeting*
<ul style="list-style-type: none"> <li>§ Role of municipalities</li> <li>§ Municipal organization and function</li> <li>§ Roles and responsibilities of council</li> <li>§ Roles and responsibilities of councillors</li> <li>§ Code of conduct</li> <li>§ Roles and responsibilities of the CAO and staff</li> </ul>	<ul style="list-style-type: none"> <li>§ Key municipal plans, policies and projects</li> <li>§ Budgeting and financial administration</li> <li>§ Public participation</li> <li>§ Any other topic prescribed by the regulations</li> </ul> <p>*A council may pass a resolution to extend the time for Part B training by up to 90 days.</p>

EOEP’s one-day Munis 101 course meets all legislative requirements for the MGA’s mandated post-election training.

The Munis 101 course, offered through Alberta’s [Elected Officials Education Program](#) (EOEP), is designed to provide the fundamental information that any new or returning municipal elected official needs to govern their community. You can pre-register your council for any of the Munis 101 courses that will be held immediately after the election and then supplement that training with information that is unique to your own organization (e.g. local plans and policies).

## Summer Villages

We recognize that the needs and realities of Summer Village councils are often quite different from other municipalities. To support that, EOEP is pleased to offer a dedicated Munis 101 session designed specifically for elected officials from Summer Villages.

This session will focus on delivering the required post-election training within the context of Summer Village governance — recognizing the unique structures, challenges, and opportunities of these communities.

Whether it's budgeting for smaller tax bases, managing seasonal populations, or navigating intermunicipal relationships, this tailored session ensures that the training feels relevant, relatable, and directly applicable to your council experience.

## Date & Delivery

**Date:** Saturday, September 13, 2025

**Time:** 9:00 am – 4:00 pm

**Delivery:** Online via Zoom

## Quality Content

All EOEP courses are developed using subject matter experts from the municipal sector and reviewed by Alberta Municipalities and Rural Municipalities of Alberta.

## Experienced and Independent Instructors

Take advantage of having councillors learn from independent instructors who are experienced in the municipal sector and reinforce concepts without any perception of bias. EOEP instructors represent a mix of individuals from consulting firms, law firms, and current and retired municipal staff and elected officials.

## Cost Per Person

Online: \$295 + GST

In-Person: \$395 + GST

## What you receive

Each participant will receive a course workbook, presentation materials, and the ability to ask questions during the course.

## Other Benefits

One of the key benefits of Munis 101 is the opportunity to connect with peers from municipal councils across Alberta. This course not only provides valuable knowledge but also creates a space for networking and collaborative discussions, allowing attendees to share experiences and build relationships that will support them throughout their council term.

## Can administrators take Munis 101?

Yes! CAOs and senior administrators can benefit from taking the course to understand the concepts being taught to your council so you can be on the same page.

## Request to Host a Course in Your Region

If you are looking for greater flexibility in scheduling, our [Hometown EOEP](#) program gives you the option to bring expert training directly to your council at a time and location of your convenience. Choose from online or in-person delivery and you can invite neighbouring municipalities to share in the experience and cost.

*The Elected Officials Education Program is a non-profit proudly operated through a partnership of [Alberta Municipalities](#) and the [Rural Municipalities of Alberta](#) to support Alberta's municipal elected officials to serve their community effectively.*



# What is covered in the Munis 101 course?

Munis 101 meets all legislative requirements for mandatory post-election training by offering essential strategies and concepts for effective municipal governance.

## Role of Municipalities

- § The purpose and autonomy of municipalities
- § Provincial authority over municipal governments
- § Introduction to the *Municipal Government Act*
- § Types of municipalities and structures

## Municipal Organization & Function

- § The municipality's role in delivering service
- § Governance structure and council proceedings
- § Decision making processes
- § Understanding actions of council including voting and in camera sessions

## Roles & Responsibilities of Council, Councillors, CAOs, and Staff

- § Roles and responsibilities of council as a whole
- § Duties of individual councillors, including pecuniary interest and disqualification
- § Roles and mandated duties of the CAO
- § Council's role as an employer
- § Understanding council/staff relationships and dynamics to promote accountability and collaboration
- § Building an effective council and CAO relationship

## Code of Conduct

- § Legislated requirements for a council code of conduct
- § Importance of implementation of codes of conduct
- § Addressing and resolving code of conduct complaints and violations

## Key Plans, Policies & Projects

- § Policy frameworks for service delivery
- § Managing key municipal plans, policies and projects
- § Introduction to planning & development processes
- § Hierarchy of planning documents and structures

## Budgeting & Financial Administration

- § Funding sources: assessment, taxation, grants and user fees
- § Responsibilities of elected officials and administration in financial oversight
- § Key components of municipal finances, including asset management, business plans, operating and capital budgets

## Public Participation

- § Importance and value of public engagement to build trust and foster collaboration with residents and taxpayers
- § Differences between communication and engagement
- § The role of elected officials in public engagement processes

The Elected Officials Education Program is a non-profit proudly operated through a partnership of [Alberta Municipalities](#) and the [Rural Municipalities of Alberta](#) to support Alberta's municipal elected officials to serve their community effectively.



Registration Confirmed - Munis 101 - September 13 - Summer Villages

From Jenn Anheliger <registrar@eoep.ca>

Date Thu 5/29/2025 3:10 PM

To CAO <cao@whitesandsab.ca>

Dear Melissa,

Please save this email for future reference.

Event: Munis 101 - September 13 - Summer Villages

Number in Party: 3

Time: 9:00 a.m.

Date: September 13, 2025

Location:

Address:

**Group Confirmation Number: 8GNTJVN7L3R**  
**Group Registrant 0 (Councillor1 White Sands)**  
Confirmation Number: L2N5K7FMZYG

Councillor1 White Sands							
Order Date	Invoice	Order Type	Item	Item Type	Amt Ordered	Amt Paid	Amt Due
29-May-2025 3:09 PM MT	0120-0016- 0006	Online Charge	GST (#R822905212)	Tax	CAD 44.25	CAD 44.25	CAD 0.00
29-May-2025 3:09 PM MT	0120-0016- 0006	Online Charge	Munis 101 Registration	Admission Item	CAD 295.00	CAD 295.00	CAD 0.00
29-May-2025 3:09 PM MT	0120-0016- 0006	Online Charge	Munis 101 Registration	Admission Item	CAD 295.00	CAD 295.00	CAD 0.00
29-May-2025 3:09 PM MT	0120-0016- 0006	Online Charge	Munis 101 Registration	Admission Item	CAD 295.00	CAD 295.00	CAD 0.00
					<b>Amt Ordered</b>	<b>Amt Paid</b>	<b>Amt Due</b>
					<b>Total</b> CAD 929.25	CAD 929.25	CAD 0.00

To view or modify the online registration for anyone in your group, [Click here](#). You will be asked to enter your name and the group confirmation number shown above.

Sincerely,

Jenn Anheliger

EOEP

registrar@eoep.ca

If you no longer want to receive emails from Jenn Anheliger, please [Opt-Out](#).

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## *Request For Decision (RFD)*

Meeting:	2025 Organizational Meeting
Meeting Date:	
Originated By:	Melissa Beebe, CAO
Title:	Appointment of Signing Authority
Agenda Item Number:	6

### BACKGROUND/PROPOSAL:

Municipal operations require that certain financial and contractual documents be executed by authorized signing officers. These may include cheques, agreements, contracts, and other official documents. The appointment of signing officers ensures that municipal documents are legally binding and executed in accordance with municipal policy and provincial legislation.

This RFD recommends that Council formally appoint designated elected and/or administrative officials as signing officers for the municipality.

### LEGISLATIVE AUTHORITY:

- **MGA s.213(4):** A cheque or other negotiable instrument must be signed:
  - (a) By the Chief Elected Official or another person authorized by council, and
  - (b) By the chief administrative officer or a designated officer.
- **MGA s.213(3):** Agreements and documents may be signed by the Chief Elected Official and a designated officer, unless council provides otherwise.
- Council may pass a resolution or bylaw to designate signing authority for various municipal documents and financial instruments.

### DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

The municipality is required to have clearly designated signing officers to ensure legal and financial integrity in its operations. Standard practice includes:

- One elected official (usually the **Chief Elected Official** or designate); and
- One administrative official (usually the **Chief Administrative Officer (CAO)** or **designated officer**).

Additional signatories may be appointed to ensure coverage during absences or to streamline



## *Request For Decision (RFD)*

administrative processes. Appointments are often reviewed annually at the organizational meetings.

### Typical Signing Officer Combinations May Include:

- Chief Elected Official and CAO
- Deputy Chief Elected Official and CAO

### COSTS/SOURCE OF FUNDING (if applicable)

Not applicable. There are no direct financial implications related to this appointment.

### RECOMMENDED ACTION:

1. Appoint the following individuals as **authorized signing officers** for the municipality:
  - a. [Insert Name], Chief Elected Official
  - b. [Insert Name], Chief Administrative Officer (CAO)
  - c. [Insert Name], Deputy Chief Elected Official
2. Authorize that **two signatures are required** on all cheques and negotiable instruments, with one signatory being an elected official and one being an administrative officer, in accordance with Section 213(4) of the *Municipal Government Act*;
3. Authorize the above individuals to sign agreements, contracts, and official documents on behalf of the municipality as required

Initials show support – Reviewed By:

CAO: MB



## Request For Decision (RFD)

Meeting:	2025 Organizational Meeting
Meeting Date:	
Originated By:	Melissa Beebe, CAO
Title:	Appointment of Council Members to Committees, Boards, & Commissions
Agenda Item Number:	7

### BACKGROUND/PROPOSAL:

The municipality is a participating member of various regional committees, boards, and commissions that coordinate intermunicipal services or planning. In accordance with **Procedural Bylaw 200-23**, at **least one (1) member of Council must be appointed** to each board or committee for a **term of one year**. Appointments ensure municipal representation, compliance with intermunicipal agreements and bylaws, and alignment with Council's obligations under the *Municipal Government Act (MGA)*.

### LEGISLATIVE AUTHORITY:

- **MGA s.145 & 146** – Council may establish committees and appoint members.
- **MGA s.153(d)** – Councillors must participate in committee and agency meetings.
- **MGA s.154(1)(c)** – The Chief Elected Official may represent the municipality.
- **Procedural Bylaw 200-23** – Mandates annual Council appointments to all boards and committees.

### DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

#### **Committee and Board Appointments Required**

The following committees, boards, and commissions require council representation:

<b>Committee/Board/Commission</b>	<b>Required Appointments</b>
1. Municipal Planning Commission (MPC)	3 members of Council
2. Buffalo Lake Intermunicipal Development Plan Committee	1 member
3. Buffalo Lake South Shore Plan Committee	1 member
4. Buffalo Lake Management Team (Rochon Sands Hall)	1 member
5. County of Stettler Housing Authority	1 member
6. Stettler Regional Fire Advisory Committee	1 member
7. Stettler and District Ambulance Authority	1 member
8. Regional Waste Management Authority	1 member



## *Request For Decision (RFD)*

<b>Committee/Board/Commission</b>	<b>Required Appointments</b>
9. Shirley McClellan Regional Water Services Commission	1 member
10. White Sands Emergency Management Committee	3 members of Council
11. Stettler Regional Emergency Management Agency (SREMA)	1 member
12. Parkland Regional Library	1 member
13. Intermunicipal Collaboration Committee (ICC)	CEO or Designate (1 member)

### APPOINTEE & ALTERNATE EXPECTATIONS:

- A primary appointee must be named for each board/committee.
- Designated alternates are encouraged for continuity, primary appointees must:
  - Notify the alternate in advance, and
  - Ensure the alternate has relevant materials and meeting details.

### ALTERNATE VOTING RIGHTS UNDER THE MGA:

- The *Municipal Government Act* does not automatically assign voting rights to alternates.
- Alternates may only vote if:
  - They are formally appointed by resolution or bylaw, and
  - The governing document (e.g., bylaw, terms of reference, intermunicipal agreement) for the committee or board permits alternates to vote in place of the primary member.

If uncertain, confirmation should be sought from administration or the board before attending.

### BENEFITS:

- Ensures consistent regional participation
- Supports organizational continuity
- Fulfills legislative and procedural requirements

### DISADVANTAGES:

- Time and workload commitments for appointed members.
- Alternates may have limited authority depending on board's governing structure and rules.

### *COSTS/SOURCE OF FUNDING (if applicable)*

There are no direct costs associated with the appointment of Council members to these committees.

### RECOMMENDED ACTION:

1. **Appoint Council members** to the following boards and committees for a one-year term, in accordance with Procedural Bylaw 200-23:



## *Request For Decision (RFD)*

2. Appoint **alternates** where appropriate to each board, commission, or committee;
  - a. Municipal Planning Commission (MPC): \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_
  - b. Buffalo Lake Intermunicipal Development Plan Committee: \_\_\_\_\_
  - c. Buffalo Lake South Shore Plan Committee: \_\_\_\_\_
  - d. Buffalo Lake Management Team: \_\_\_\_\_
  - e. County of Stettler Housing Authority: \_\_\_\_\_
  - f. Stettler Regional Fire Advisory Committee: \_\_\_\_\_
  - g. Stettler and District Ambulance Authority: \_\_\_\_\_
  - h. Regional Waste Management Authority: \_\_\_\_\_
  - i. Shirley McClellan Regional Water Services Commission: \_\_\_\_\_
  - j. White Sands Emergency Management Committee: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_
  - k. Stettler Regional Emergency Management Agency (SREMA): \_\_\_\_\_
  - l. Parkland Regional Library: \_\_\_\_\_
  - m. Intermunicipal Collaboration Committee (ICC): \_\_\_\_\_ (CEO or Designate)
  
3. Direct appointed members to:
  - o Notify their alternate in the event of absence;
  - o Confirm alternate eligibility and voting authority with the respective board or committee where needed.

**Initials show support – Reviewed By:**

**CAO: MB**

### **Attachment A: Committee/Board and Commission Meeting Summary and Mandates**

#### **References for Review:**

- Procedural Bylaw 200-23
- Bylaw 187/22 – Development Authority
- Bylaw 186/22 – Land Use Bylaw
- Bylaw 209-24 – MPC Composition
- Municipal Government Act – Sections 145, 146, 153(d), 154(1)(c)

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#### 4. County of Stettler Housing Authority

Provides senior and affordable housing services regionally.

**Board Composition:** 8 members representing 6 municipalities

**Next Meeting:** no schedule at this time, Paragon Place or via Zoom

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#### 5. Stettler Regional Fire Advisory Committee

The municipality receives fire protection under a regional agreement with the Town/County of Stettler. The annual fee is based on the number of parcels (2024 rate: \$112.26 per parcel). May 25, 2025 County of Stettler announced it would withdraw from the regional fire service agreement in favour of the formation of a fire commission. Town of Stettler, July 23, 2025, announced it is proceeding with an independent town operated fire department instead of joining county fire commission. Joint meeting for a Fire Commission discussion was held in May and a date has not been confirmed for further meetings.

**Next Meeting:** not scheduled at this time.

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#### 6. Stettler Regional Waste Management Authority

Established via Bylaw 38 (1990) to oversee regional solid waste services.

**Next Meeting:** September 19, 2025, 10:00 AM, County Council Chambers or via Zoom

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#### 7. Shirley McClellan Regional Water Services Commission

The Summer Village contributes to water system infrastructure based on volume usage. Most phases have been prepaid. Only **Phase 1** has an outstanding balance.

**Phase    2024 Payment    Remaining Balance**

Phase 1    \$4,361.09        \$53,735.01

**Next Meetings:**

- September 25, 2025 @ 7:00 pm, County Council Chambers or via Zoom
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#### 8. Stettler District Ambulance Association

Quarterly meetings to review and manage ambulance services in the region.

**Next Meeting:** September 15, 2025, 10:00 AM, County Council Chambers or via Zoom

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#### 9. Parkland Regional Library Board

White Sands is a member under the Alberta Library Act.

**Next Meeting:** September 11, 2025, City of Lacombe or via Zoom

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**10. Stettler Regional Emergency Management Agency (SREMA)**

Annual meeting to coordinate emergency response plans and agency functions. No meetings are scheduled at this time, will pertain to one or two meetings annually.

**Next Meeting:** November 7, 2025, 9:00 am to 3:00 pm, Elected Officials are required to take the course within 3 months of assuming office. Location: Stettler, venue to be determined.



## *Request For Decision (RFD)*

Meeting:	2025 Organizational Meeting
Meeting Date:	
Originated By:	Melissa Beebe, CAO
Title:	Establishment of Regular Council Meeting Schedule – Dates, Time, and Location
Agenda Item Number:	8

### BACKGROUND/PROPOSAL:

In accordance with the Municipal Government Act (MGA), Section 193, Council must pass a resolution setting the schedule of regular Council meetings, including the date, time, and location.

The Summer Village of White Sands Procedural Bylaw 200-23 and Public Notification Bylaw 214-25 provide further direction regarding the conduct of meetings and notification to the public.

Council has previously held regular meetings on the second Wednesday of each month at 9:30 a.m., but is not obligated to continue this schedule. Council may confirm, revise, or adopt a new schedule based on operational needs and Council availability.

Meetings are to be held at the Municipal Office, located at:  
8 Front Street, White Sands, AB

### LEGISLATIVE AUTHORITY:

- **MGA Section 193(1–2):**
  - Council must decide when and where regular meetings will be held.
  - Public notice must be given of all regular meetings.
- **Procedural Bylaw 200-23:**
  - Meetings are to be held at the Municipal Office.
  - Meetings are open to the public and may be livestreamed and recorded.
  - Changes to meeting times require Council resolution and public notification.
- **Public Notification Bylaw 214-25:**
  - Notices of regular meetings must be posted on the municipal website and official Facebook page.

### DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

#### **Council Options:**

- Continue with the existing schedule (e.g., second Wednesday of each month at 9:30 a.m.)



## *Request For Decision (RFD)*

- Adopt a new schedule (e.g., quarterly meetings, alternate weekdays or times)
- Add flexibility for evening or electronic attendance, if desired

### **Benefits:**

- Legal compliance with MGA and bylaws
- Improved predictability and public engagement
- Supports good governance and accessibility

### **Disadvantages:**

- Changes to long-standing schedules may require additional public education

Irregular schedules may reduce public consistency or availability

### *COSTS/SOURCE OF FUNDING (if applicable)*

There are no additional costs related to confirming or amending the meeting schedule. Meeting-related costs are already budgeted within administrative operations.

### RECOMMENDED ACTION:

1. Establish the regular Council meeting schedule for the Summer Village of White Sands for [insert year or term], with meetings to be held at the Municipal Office, 8 Front Street, White Sands, AB, as follows:
  - Date/Frequency: [e.g., "Second Wednesday of each month"]
  - Time: [e.g., "9:30 a.m."]
2. Direct administration to provide public notice of the approved meeting schedule in accordance with MGA s.193, Procedural Bylaw 200-23, and Public Notification Bylaw 214-25, posting to the municipal website and municipal social media.
3. Note that Council may amend this schedule at any time by resolution, and that any changes will be publicly advertised as required.

**Initials show support – Reviewed By:**

**CAO: MB**



## *Request For Decision (RFD)*

<b>Meeting:</b>	<b>2025 Organizational Meeting</b>
<b>Meeting Date:</b>	
<b>Originated By:</b>	<b>Melissa Beebe, CAO</b>
<b>Title:</b>	<b>Appointment of External Agencies and Contracted Services</b>
<b>Agenda Item Number:</b>	<b>9</b>

### BACKGROUND/PROPOSAL:

The Summer Village operates with a limited administrative staff of one to two employees. To meet legislative requirements under the **Alberta Municipal Government Act (MGA)**, municipal bylaws, and financial regulations, the municipality engages external agencies and contractors to provide specialized services efficiently and compliantly.

These appointments are necessary to fulfill statutory roles and ensure operational effectiveness in areas such as property assessment, auditing, safety inspections, development appeals, emergency management, and land use administration.

### LEGISLATIVE AUTHORITY:

<b>Service / Appointment</b>	<b>Relevant MGA Section(s)</b>	<b>Notes</b>
Property Assessor	MGA s. 289(1)	Council must appoint an assessor to assess property.
Municipal Auditor	MGA s. 276, 277	Council must appoint an auditor to audit financial statements.
Safety Codes / Inspection Services	Safety Codes Act (provincial legislation), MGA s. 3	Municipalities must provide for safety code inspections, often by appointment or contract.
Subdivision Development Appeal Board (SDAB)	MGA s. 627, 678	Council must appoint an SDAB to hear subdivision and development appeals.
Assessment Review Board	MGA s. 454-460	Required for assessment complaints and reviews.
Subdivision and Development Officer(s)	MGA s. 623-626	Appointment required to administer subdivision and development permits.
Director of Emergency Management	Emergency Management Act, MGA s. 20(1)(c)	Municipality must appoint a director for emergency management.
Deputy Directors of Emergency Management	Emergency Management Act	Appointment of deputies supports emergency planning and response.



## *Request For Decision (RFD)*

### DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

The municipality contracts with or appoints the following external agencies and individuals to fulfill key administrative and legislative functions:

<b>Appointment</b>	<b>External Agency / Individual</b>	<b>Role / Notes</b>
Property Assessor	Terry Willoughby, Municipal Property Consultants	Provides property assessment services per MGA.
Municipal Auditor	Gitzel and Company	Conducts annual financial audits.
Safety Codes / Inspection Services	IJD Inspections	Ensures compliance with building and safety codes.
Subdivision Development Appeal Board (SDAB)	Regional SDAB; Clerk overseen by Parkland Community Planning Services	Hears subdivision and development appeals.
Assessment Review Board	Capital Region Assessment Services Commission	Provides independent review of assessment complaints.
Subdivision and Development Officer(s)	Gra-Core Consulting & Investments Ltd. & CAO	Administers subdivision and development permits.
Director of Emergency Management	Clint Sime, County of Stettler	Oversees emergency management plans and response.
Deputy Directors of Emergency Management	Kyle Benna and Aislinn Reule	Assist in emergency management functions.

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#### **Appointee Responsibilities**

- Each appointed external agency or individual plays a critical role in ensuring compliance and service delivery aligned with the MGA and municipal bylaws.
- Appointed members are expected to maintain communication and provide timely services to the municipality.
- Council members or staff responsible for overseeing these appointments should confirm terms of service and any applicable voting or decision-making authority.

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#### **Benefits:**

- Compliance with statutory requirements under the MGA and related legislation.
- Access to specialized expertise and professional services not available internally.
- Supports operational efficiency and municipal governance.

#### **Disadvantages:**

- Potential dependency on external providers.
- Transition or procurement delays if changes are initiated.



## *Request For Decision (RFD)*

### COSTS/SOURCE OF FUNDING (if applicable)

Costs associated with these appointments are included within the approved municipal operating budget and related service agreements. There are no additional direct costs arising from these appointments.

### RECOMMENDED ACTION:

1. Appoint the following external agencies and individuals to serve in their respective roles for the current term or as specified in their contracts, noting that continuing with the current agencies supports consistency and reliability of services:
  - a) Terry Willoughby, Municipal Property Consultants, as Property Assessor (MGA s. 289(1));
  - b) Gitzel and Company, as Municipal Auditor (MGA s. 276-277);
  - c) IJD Inspections, as Safety Codes and Inspection Services Provider;
  - d) Regional Subdivision Development Appeal Board, overseen by Parkland Community Planning Services, as Subdivision Development Appeal Board (MGA s. 627, 678);
  - e) Capital Region Assessment Services Commission, as Assessment Review Board (MGA s. 454-460);
  - f) Gra-Core Consulting & Investments Ltd. and the Chief Administrative Officer, as Subdivision and Development Officers (MGA s. 623-626);
  - g) Clint Sime, County of Stettler, as Director of Emergency Management (Emergency Management Act, MGA s. 20(1)(c));
  - h) Kyle Benna and Aislinn Reule, as Deputy Directors of Emergency Management (Emergency Management Act).
2. THAT Council may direct administration to initiate Requests for Proposals (RFPs) for selected external services as appropriate, understanding that the process may require additional time for evaluation, appointment, and a smooth transition of service providers.

**Initials show support – Reviewed By:**

**CAO: MB**

**Attachment A: External Agency & Legislative Summary**

### 1. Property Assessment Services

**Appointed Assessor:** Terry Willoughby, Municipal Property Consultants

**Legislation:** *Municipal Government Act (MGA), Section 284.2(1)*

Under MGA 284.2(1), the municipality must appoint a qualified individual as a designated officer to carry out the functions of a municipal assessor. Terry Willoughby of Municipal Property Consultants has been appointed accordingly.

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### 2. Municipal Auditor

**Appointed Auditor:** Gitzel and Company

**Legislation:** *MGA, Section 280(1)*

Pursuant to MGA 280(1), Council must annually appoint an auditor. Gitzel and Company has been appointed to provide auditing services to the municipality.

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### 3. Safety Codes / Inspection Services

**Appointed Agency:** IJD Inspections

**Legislation:** *Safety Codes Act*

White Sands is an accredited municipality under the Safety Codes Act. IJD Inspections has been contracted to provide building, electrical, gas, and plumbing inspection services. A five-year agreement was renewed as of June 1, 2024. The municipality receives a share of the permit fee revenue annually.

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### 4. Subdivision and Development Appeal Board (SDAB)

**Appointed Authority:** Regional SDAB (Administered by Parkland Community Planning Services)

**Legislation:** *MGA, Section 627; Bylaw 180-21*

White Sands participates in the Regional Subdivision and Development Appeal Board, a quasi-judicial board that hears appeals of subdivision and development decisions. The Regional SDAB ensures impartiality and procedural fairness in all hearings. Parkland Community Planning Services serves as the board clerk.

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### 5. Assessment Review Board (ARB)

**Appointed Agency:** Capital Region Assessment Services Commission (CRASC)

**Legislation:** *MGA, Section 454; Bylaw 182-21*

CRASC provides certified Assessment Review Board (ARB) panel members for local and composite ARB hearings. The municipality has participated in the regional agreement since 2021. A renewal for a further three-year term begins in 2025.

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## 6. Subdivision and Development Authority

### Appointed Officials:

- Gra-Core Consulting & Investments Ltd. (Development Officer)
- Chief Administrative Officer (CAO)

**Legislation:** *Bylaws 103-05, 187-22, 186-22*

White Sands' Development Authority is composed of the CAO and Development Officer, as per the Land Use Bylaw and supporting bylaws. This authority is responsible for administering and deciding upon development permit applications.

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## 7. Emergency Management

**Director of Emergency Management (DEM):** Clint Sime (County of Stettler)

**Deputy DEMs:** Kyle Benna and Aislinn Reule

**Legislation:** *Emergency Management Act; Bylaw 174-19*

The Summer Village is a member of the Stettler Regional Emergency Management Agency (SREMA), which received Ministerial Order in 2023. SREMA coordinates emergency preparedness activities, including tabletop exercises, training, and annual plan reviews. The County of Stettler's DEM and Deputy DEMs serve in the same capacity for White Sands under the regional agreement.

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### Appendix: Relevant Legislative Excerpts

- **MGA 284.2(1):** A municipality must appoint a qualified municipal assessor.
- **MGA 280(1):** Each council must appoint one or more municipal auditors.
- **MGA 627:** Councils must establish or join an SDAB.
- **MGA 454:** Councils must establish Local and Composite Assessment Review Boards.
- **Safety Codes Act:** Municipalities may be accredited to administer safety codes; White Sands is accredited.
- **Emergency Management Act:** Requires municipalities to establish emergency management agencies and appoint a DEM.

### Note:

A copy of the **Municipal Government Act (MGA)** is encouraged to be used when reviewing legislative responsibilities, appointments by going to the following link for current and updated Legislation;

[Municipal Government Act - Open Government](#)



## *Request For Decision (RFD)*

<b>Meeting:</b>	<b>2025 Organizational Meeting</b>
<b>Meeting Date:</b>	
<b>Originated By:</b>	<b>Melissa Beebe, CAO</b>
<b>Title:</b>	<b>Review of CNL 2.1: Council Remuneration Policy (formerly Policy XI)</b>
<b>Agenda Item Number:</b>	<b>10</b>

### BACKGROUND/PROPOSAL:

The Council Remuneration Policy (updated as CNL 2.1, formerly Policy XI) outlines how elected officials are compensated for their service and reimbursed for municipal-related expenses. The policy serves to ensure clarity, fairness, and accountability in how Council Members are remunerated for time spent on Council duties, approved meetings, and professional development.

To improve transparency, administrative consistency, and compliance with CRA guidelines, Administration has prepared a revised version of Policy CNL 2.1. The revised draft builds on the existing structure while clarifying several key areas, including how conference attendance is handled, which meetings are eligible for per diem payments, and how remuneration and expenses are processed.

### ANALYSIS:

The updated Policy CNL 2.1 includes the following key enhancements:

- Clear expectations for Council attendance at conferences, including mandatory attendance at the Alberta Summer Villages Association (ASVA) Conference during election years;
- Clarification of what constitutes an “approved meeting” and when a Council resolution is required for per diem eligibility;
- Defined approval roles for expense claims, with the Mayor approving Councillor claims and the Deputy Mayor approving the Mayor’s claims;
- Clarified CRA-compliant payment methods, with meeting per diems included in payroll (and therefore taxable), while travel and related expenses are paid separately via accounts payable;
- Expanded professional development section, with standardized annual allotments and a formal approval process for attendance;
- Removal of CAO pre-approval references, reaffirming that all approvals lie with Council;



## *Request For Decision (RFD)*

- Updated Schedule A, clearly distinguishing honorarium, per diem rates, taxable income treatment, and expense reimbursement methods.

Council may also wish to consider forming a Council Remuneration Review Committee composed of public members. The purpose would be to research compensation practices in similar Summer Villages and make recommendations back to Council.

Important Note:

If Council chooses to establish such a committee, a bylaw is required under Section 145 of the Municipal Government Act (MGA) to formally create it. The bylaw would outline membership, duties, and reporting timelines. Recruitment of public members cannot occur until the bylaw is adopted.

### **Options for Consideration:**

**Option 1:** Maintain the current Council Remuneration Policy CNL 2.1 (formerly Policy XI) without changes.

- **Benefit:** Maintains continuity and minimizes administrative change.
- **Disadvantage:** Misses opportunity to modernize and improve clarity.

**Option 2:** Approve the revised version of Council Remuneration Policy CNL 2.1 as presented (or as amended by Council discussion).

- **Benefit:** Reflects current practices, CRA compliance, and improved transparency.
- **Disadvantage:** May require administrative adjustments in implementation.

**Option 3:** Request further revisions or additional information and defer a decision to a future Council meeting.

- **Benefit:** Allows more time for detailed review or further stakeholder consultation.
- **Disadvantage:** Delays implementation of recommended improvements.

**Option 4:** Direct Administration to prepare a bylaw to establish a Council Remuneration Review Committee.

- **Benefit:** Promotes public involvement and data-driven recommendations.
- **Disadvantage:** Requires additional time and resources to draft the bylaw, advertise, and support committee operations.

**Note:** No public member recruitment may begin until the bylaw is passed.

### *COSTS/SOURCE OF FUNDING (if applicable)*

There are no direct costs at this stage. Should Council proceed with Option 4, minimal administrative costs may be incurred for advertising, meeting coordination, or (if authorized) committee honoraria.



## *Request For Decision (RFD)*

### RECOMMENDED ACTION:

Administration recommends Council consider one of the following actions:

**Option 1:** That Council receive the updated **Council Remuneration Policy CNL 2.1** (formerly Policy XI) as information and retain the current version without change;

**OR**

**Option 2:** That Council approve the **revised Council Remuneration Policy CNL 2.1** as presented or amended;

**OR**

**Option 3:** That Council defer a decision and request further information or revisions;

**OR**

**Option 4:** That Council direct Administration to draft a bylaw for the creation of a Council Remuneration Review Committee, with terms of reference and reporting timelines to be presented at a future Council meeting.

### **ATTACHMENTS:**

- Current Council Remuneration Policy – CNL 2.1 (formerly Policy XI)
- Revised Draft Council Remuneration Policy – CNL 2.1 (July 2025 Update)

**Initials show support – Reviewed By:**

**CAO: MB**

## SUMMER VILLAGE OF WHITE SANDS

**Prepared by:** Administration **Number:** RDS 3.1  
(Formerly Policy XI)

**Adopted by:** White Sands Council **Date:** August 24, 2021

**Amended:** February 12, 2023 **Resolution#** 23:02:03  
**Amended:** February 21, 2024 **Resolution#** 24:02:03  
**Amended:** April 9, 2025 **Resolution#** 25:04:06

**Title:** Council Remuneration Policy

**Purpose:** To ensure Council Members receive fair compensation for their time and expenses incurred while on Summer Village Business.

**Policy Statement:** The Mayor and Councillors shall be provided remuneration for the expenses incurred in fulfilling their duties as a member of Council for the Summer Village of White Sands.

**Procedure:** The Mayor and Councillors shall be provided remuneration for the expenses incurred in fulfilling their duties as a member of Council for the Summer Village of White Sands.

### 1 STANDARDS

- 1.1 Remuneration is intended to compensate for official business and all municipal functions conducted by the Council on behalf of the Summer Village of White Sands that benefits the municipality as a whole.
- 1.2 Remuneration is not intended to match or replace employment or professional rates that the Councilors or Mayor may expect in their job or profession.
- 1.3 Remuneration rates will be adjusted from time to time based upon comparisons of other municipalities, inflation rates, Cost of Living and any other considerations deemed appropriate in a manner agreed upon by council through resolution.
- 1.4 The remuneration Policy and rates will be reviewed annually at the organizational meeting.

## **2 MAYOR AND COUNCIL FEES**

- 2.1 Fees will be paid as per the attached Schedule A. Notes on the schedule are as follows:
  - 2.1.1 Base remuneration for regular council meeting attendance will be paid monthly with no claim form required by council.
  - 2.1.2 Expenses may be claimed by using the appropriate expense form accompanied by receipts as required, after the costs have been incurred unless other arrangements have been approved by Council resolution.
  - 2.1.3 Base remuneration payments will not be reduced if absences qualify as compassionate, illness or medical that would prohibit attendance at a meeting or put the other attendees at risk. Councillors shall inform the Chair or Administration prior to the scheduled meeting if they are unable to attend.
  - 2.1.4 Per Diems allowances for attending approved meetings such as Board, Committee, Commission, Special Council and Budget Meetings, shall be granted as follows:
    - 2.1.4.1 Half-day per diems shall be for approved meetings under four (4) hours in length including travel time.
    - 2.1.4.2 Full-day per diems shall be for approved meetings in excess of four (4) hours including travel time.

## **3 COUNCIL PROFESSIONAL DEVELOPMENT AND CONFERENCES:**

- 3.1 Each Councillor shall have a budget allocation of \$800.00 per year for professional development.
- 3.2 This allocation considers the costs of attendance of a conference or training courses, but does not consider costs such as travel, mileage, per-diem, meals, etc.
- 3.3 Councillor professional development attendance will be paid per-diem meeting rates.
- 3.4 If a spouse or partner accompanies a member of Council to a conference, convention, banquet or reception, the expenses of the spouse or partner shall be considered a personal expense except where a spouse or partner travels with or stays in the same hotel room as the member of Council, the spouse or partner will not be

expected to pay any portion of those costs as the expense will be allowed as part of the Council member's expense reimbursement.

#### **4 EXPENSES**

- 4.1 Where members of Council are required to travel in relation to their duties reasonable expenses incurred by the member will be reimbursed for such things as travel, accommodation, meals, parking and other related out of pocket costs.
- 4.2 Where the member's private vehicle is used for out of Village travel the member shall be reimbursed at the annual current CRA per kilometer rates..
- 4.3 Standard meal allowances shall be reimbursed by submitting receipts for expense or based on standard CRA Rates when traveling for conferences and educational council training. The receipt reimbursement will include gratuity, but will not include any alcohol reimbursement
- 4.4 When members of Council are required to incur printing costs in relation to their duties, they will be allowed to submit in receipts for reimbursement such as: printer paper and ink.
- 4.5 Claims of fees and Expenses shall be made monthly on an approved expense form.
- 4.6 The Mayor shall be responsible for approving Councillor's claims and the Deputy Mayor responsible for approving the Mayor's claims.
- 4.7 A claim that is not approved may be taken to Council to appeal the decision.
- 4.8 At the end of each year the Administrator shall prepare a summary of Council meetings and expenses.

**End of Policy**

## SCHEDULE A

<b>BASE REMUNERATION</b>		<i>(per annum)</i>
Mayor		\$2,500
Councillors		\$1,750

<b>MEETING RATES</b>		<i>(per meeting)</i>
<b>Remuneration monthly (based on per annum)</b> (In person or virtual, no expense sheet required)		
Mayor:		\$208.33
Councillors:		\$145.83
(Regular monthly Council meeting)		
<b>Budget and Special Council Meetings*</b>		
In person or virtual meeting(s) up to 4 hours		\$75.00
In person or virtual meeting(s) in excess of 4 hours		\$100.00
<b>All other approved Meeting Attendance:</b> <i>(includes: Board, Committee, Commission Meetings, Conferences and professional development.)</i>		
1-4 hours		\$75.00
4+ hours		\$100.00
<b>EXPENSES</b>		
Travel (mileage)		As per CRA rates
Accommodations		At Cost (Receipt)
Meals		CRA Flat Rate or Receipt
Taxi, Public Transportation, parking		Receipts Required
Printing paper, ink		Receipts Required

# 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:**

**Resolution#**

**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 shall be reviewed annually and adjusted by Council resolution based on inflation (CPI), municipal comparisons, and other relevant factors.
- 1.4 This policy shall be reviewed annually at the Organizational Meeting.

**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

### **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 Printing supply reimbursements are capped at \$200 annually, unless additional costs are approved by Council.
- 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.

REVISED DRAFT

## 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.

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### Meeting Per Diem Rates

(Paid through automatic deposit and considered CRA taxable income)

Type	Duration	Rate
Budget/Special Council Meetings	Up to 4 hrs	\$75.00
Budget/Special Council Meetings	Over 4 hrs	\$100.00
Committee/Board/Training/Conference	Up to 4 hrs	\$75.00
Committee/Board/Training/Conference	Over 4 hrs	\$100.00

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.

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### 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
- Printing Supplies: Receipts required (up to \$200/year unless approved)

Note: These reimbursements are not taxable benefits and are processed separately from payroll.

### End of Policy – CNL 2.1