

**SUMMER VILLAGE OF ISLAND LAKE
COUNCIL ORGANIZATIONAL MEETING AGENDA
TUESDAY, AUGUST 25TH, 2026 AT 5:00 P.M.**

Via Teams

As per bylaw 02-2016 there will be no audio/video recordings of Council or Council
Committee Meetings

- 1. CALL TO ORDER** (by Chief Administrative Officer)
- 2. AGENDA** Tuesday, August 25th, 2026 Organizational Council Meeting
- 3. NOMINATIONS**
 - a) Mayor – Nomination
 - b) Deputy Mayor – Nomination
- 4. COUNCIL COMMITTEE APPOINTMENTS**
 - a) Public Works (is Newton)
 - b) BAILS (is LaChambre)
 - c) Association of Summer Villages of Alberta ASVA (is McIntosh)
 - d) Library (is McIntosh)
 - e) Community League (is LaChambre)
 - f) Island Lake Days (Is McIntosh)
 - g) Baptist Fire Department (is Newton)
 - h) Regional Emergency Management Committee (is Newton)
 - h) Waterline Project Committee (is Newton) (not sure if still working or is solely under the County)
- 5. FINANCIAL**
 - a) Signing Authority for Alberta Treasury Branch - All of Council and the Chief Administrative Officer - 2 signatures required on each cheque – 1 elected/1 administration
 - b) Banking Authority – ATB Financial – Onoway, Alberta
- 6. MEETINGS**
 - a) Regular Meeting Dates (3rd Tuesday of each month)
 - b) Time (5:00 p.m.)
 - c) Location (was 10010-12 Avenue Westlock Inn and/or virtual)
 - d) Public Notice (website – www.islandlake.ca)
- 7. CHIEF ADMINISTRATIVE OFFICER** Confirmation of Chief Administrative Officer Appointment (Phyllis Forsyth)
- 8. AUDITOR** Confirmation of Auditor Appointment (Seniuk & Company)

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- 9. SOLICITOR** Confirmation of Solicitor Appointment (Patriot Law Group)
- 10. ASSESSOR** Confirmation of Assessor Appointment (Justin Goudreau, Municipal Assessment Services Group)
- 11. ASSESSMENT REVIEW BOARD CLERK** Confirmation of Assessment Review Board Clerk Appointment (Capital Region Assessment Services Commission, Gerryl Amarin), (Bylaw 06-2022 **attached**)
- 12. DEVELOPMENT AUTHORITY** Confirmation of Development Authority, Paul Hanlan
- 13. SUBDIVISION AUTHORITY** Confirmation of Subdivision Authority (Municipal Planning Services Ltd. – Jane Dauphinee – Administration / Council of the Summer Village of Island Lake – Approving Authority)
- 14. SUBDIVISION AND DEVELOPMENT APPEAL BOARD (SDAB) CLERKS**
Confirmation of SDAB Clerk Appointments (Milestone Municipal Services, Emily House and Cathy McCartney) (Bylaw 04-2019 **attached**); and SDAB Members:
 - a. John McIvor
 - b. Jason Shewchuk
 - c. Gerald Stark
 - d. Rainbow Williams
 - e. Chris Zaplotinsky
 - f. Braden Lanctot
- 15. MUNICIPAL OFFICE LOCATION** Confirmation of Municipal Office Location (90 Santana Crescent Fort Saskatchewan, Alberta)
- 16. POLICY C-COU-REM-1, Council, Administration Staff & Contractor Expense Reimbursement Policy (attached)**
- 17. PUBLIC PARTICIPATION POLICY AND PLAN (attached)** MGA 2000, Chapter M-26, Part 7, Section 216.1 outlines the requirements of a Public Participation Policy. Although it is not legislated, it is an important practice to also review this Policy at least every 4 years. The last revision of this Policy was in 2019, and it is the intention of Administration to review this annually to ensure it addresses all requirements. This Policy requires review by Council and approved as is, or amended if required.
- 18. ADJOURNMENT**

**A BYLAW OF THE SUMMER VILLAGE OF ISLAND LAKE, IN THE
PROVINCE OF ALBERTA TO ESTABLISH THE POSITIONS OF CHIEF
ADMINISTRATIVE OFFICER AND DESIGNATED OFFICERS.**

WHEREAS the *Municipal Government Act* provides that a council must establish by bylaw a position of chief administrative officer;

AND WHEREAS the *Municipal Government Act* provides that a council may by bylaw establish one or more positions to carry out the powers, duties or functions of a designated officer;

AND WHEREAS Council wishes to exercise its authority pursuant to the *Municipal Government Act* by establishing the positions of chief administrative officer and designated officers;

NOW THEREFORE the Municipal Council of the Summer Village of Island Lake, in the Province of Alberta, duly assembled, hereby enacts as follows:

1. TITLE

- 1.1. This Bylaw may be cited as the "Designated Officer Bylaw".

2. INTERPRETATION

- 2.1. In this Bylaw, the following terms shall have the following meanings:

- a) "Bylaw" means this Designated Officer Bylaw;
- b) "CAO" means the chief administrative officer for the Summer Village appointed pursuant to this Bylaw and as defined in the *Municipal Government Act*;
- c) "Council" means the municipal council of the Summer Village;
- d) "Designated Officer" has the same meaning as defined in the *Municipal Government Act*;
- e) "FOIP" means the *Freedom of Information and Protection of Privacy Act*, RSA 2000 c F-25 and the regulations thereunder;
- f) "*Municipal Government Act*" or the "Act" means the *Municipal Government Act*, RSA 2000, c M-26 and the regulations thereunder;
- g) "Qualified Person" means a person who holds the credentials required, if any, to perform the powers, duties and functions of a Designated Officer; and
- h) "Summer Village" means the municipal corporation of the Summer Village of Island Lake.

- 2.2. Any references in this Bylaw to any statutes, regulations, bylaws or other enactments is to those statutes, regulations, bylaws or other enactments as amended or replaced from time to time and any amendments thereto.

- 2.3. Whenever a singular or masculine form of a word is used in this Bylaw, it shall include the plural, feminine or neutral form of the word as the context requires.
- 2.4. The headings in this Bylaw do not form part of this Bylaw and shall not affect its interpretation.

3. CHIEF ADMINISTRATIVE OFFICER

- 3.1. The position of the CAO is hereby established.
- 3.2. The CAO shall be given the title "Chief Administrative Officer".
- 3.3. The CAO shall be appointed by resolution of Council and may be engaged by an employment or other contract. If applicable, all aspects of employment not addressed in the employment contract shall be addressed by the Summer Village personnel policies.
- 3.4. The CAO shall have all of the powers, duties and functions of a chief administrative officer as set out in the *Municipal Government Act*.
- 3.5. Without limiting the generality of section 3.4 of this Bylaw, the CAO is the head of the Summer Village within the meaning of *FOIP*.
- 3.6. Unless a Designated Officer is expressly appointed in this Bylaw or another bylaw of the Summer Village, the CAO has all the powers, duties and functions given to a Designated Officer under the Municipal Government Act or any other statute or enactment.
- 3.7. The powers, duties and functions assigned to the CAO by this Bylaw are in addition to any other powers, duties or functions assigned or delegated by Council to the CAO or to any other Summer Village employee.

4. DELEGATION BY CAO

- 4.1. The CAO is authorized to delegate and to authorize further delegations of any powers, duties and functions assigned to the CAO by Council under the *Municipal Government Act* and under this or any other bylaw to a Designated Officer or an employee or agent of, or contractor for, the Summer Village.
- 4.2. Without limiting the generality of section 4.1 of this Bylaw, the CAO is authorized to appoint a deputy CAO and delegate the CAO's powers, duties and functions to that deputy CAO and to authorize that deputy CAO to act as the CAO during absences of the CAO.
- 4.3. Without limiting the generality of section 4.1 of this bylaw, the CAO is authorized to appoint an acting designated officer during an illness, scheduled absence or other incapacity of a Designated Officer.

5. FINANCE MANAGER

- 5.1. The Designated Officer position of Finance Manager is established.
- 5.2. The CAO shall appoint a Qualified Person to the Designated Officer position of Finance Manager.
- 5.3. In addition to any additional powers assigned to the Finance Manager by the CAO or Council, or through other bylaws, the Finance Manager shall exercise the powers, duties, and functions, and is the Designated Officer for the following sections of the Act:

Section 213	Signing or authorizing of agreements, cheques and other negotiable instruments
Section 270	Opening and closing of accounts that hold municipal funds
Section 309(1.d)	Contents of assessment notices
Section 334(1.e)	Contents of tax notices
Section 336(1)	Certifying date of sending tax notices
Section 343(2)	Application of the tax payments
Section 350	Issuing Tax Certificates
Section 612	Certified Copies

6. DEVELOPMENT AUTHORITY

- 6.1. The Designated Officer position of Development Authority is established.
- 6.2. The CAO shall appoint a Qualified Person to the Designated Officer position of Development Authority.
- 6.3. In addition to any additional powers assigned to the Development Authority by the CAO or Council, or through other bylaws, the Development Authority shall exercise the powers, duties, and functions, and is the Designated Officer for the following sections of the Act:

Section 624	Development Authority
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7. SUBDIVISION AUTHORITY

- 7.1. The Designated Officer position of Subdivision Authority is established.
- 7.2. Subject to the restrictions outlined in section 7.4 below, the CAO is the Subdivision Authority.
- 7.3. In addition to any additional powers assigned to the Subdivision Authority by the CAO or Council, or through other bylaws, and subject to the express restriction outlined below, the Subdivision Authority shall exercise the powers, duties, and functions, and is the Designated Officer for the following sections of the Act:

Section 623

Subdivision Authority

- 7.4. The CAO's authority is restricted in that the decision to grant approval, with or without conditions, or to refuse subdivision approval, shall be retained by the Summer Village and shall be delegated expressly to Council.

8. ASSESSMENT REVIEW BOARD CLERK

- 8.1. The Designated Officer position of Assessment Review Board Clerk is established.
- 8.2. The CAO shall appoint a Qualified Person to the Designated Officer position of Assessment Review Board Clerk.
- 8.3. In addition to any additional powers assigned to the Assessment Review Board Clerk by the CAO or Council, or through other bylaws, the Assessment Review Board Clerk shall exercise the powers, duties, and functions, and is the Designated Officer for the following sections of the Act:

Section 456(1)	Duties of the clerk of Assessment Review Board
Section 461 and 462	Assessment Complaints
Section 469(1)	Notice of decision of Assessment Review Board
Section 483	Decision admissible on appeal

9. MUNICIPAL ASSESSOR

- 9.1. The Designated Officer position of Municipal Assessor is established.
- 9.2. The CAO shall appoint a Qualified Person to the Designated Officer position of Municipal Assessor.
- 9.3. In addition to any additional powers assigned to the Municipal Assessor by the CAO or Council, or through other bylaws, the Municipal Assessor shall exercise the powers, duties, and functions, and is the Designated Officer for the following sections of the Act:

Section 284.2	Carry out duties and responsibilities of a municipal assessor
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10. SUBDIVISION AND DEVELOPMENT BOARD CLERK

- 10.1. The Designated Officer position of Subdivision Development and Appeal Board Clerk is established.
- 10.2. The CAO shall appoint one or more Qualified Persons to the Designated Officer position of Subdivision and Development Appeal Board Clerk.
- 10.3. In addition to any additional powers assigned to the Subdivision and Development Appeal Board Clerk by the CAO or Council, or through other bylaws, the Subdivision Development and Appeal Board Clerk shall exercise the powers, duties, and functions, and is the Designated Officer for the following sections of the Act:

Section 627.1(3) Duties of the clerk of the Subdivision and Development
Appeal Board

11. GENERAL

- 11.1. The CAO shall establish the remuneration payable and other terms and conditions of employment, if applicable, for the Summer Village's Designated Officers.
- 11.2. Unless otherwise directed by Council, Designated Officers are accountable to, and are under the supervision of, the CAO.
- 11.3. Designated Officers may delegate any or all of their powers, duties and functions to other Qualified Persons, and may when absent or otherwise unable to perform their powers, duties and functions, designate a delegate as an acting Designated Officer.
- 11.4. The Summer Village will indemnify and save harmless Designated Officers in relation to errors and omissions made in the good faith exercise of their powers, duties and functions,
- 11.5. Each provision of this Bylaw is independent of all other provisions. If any provision of the Bylaw is declared invalid for any reason by a court of competent jurisdiction, all other provisions of this Bylaw shall remain valid and enforceable.
- 11.6. This Bylaw rescinds any previous bylaw in reference to designation of the Chief Administrative Officer or appointment of Designated Officers in their entirety, including any amendments thereto, and shall come into full force when it receives THIRD and FINAL reading and is duly signed. (Bylaws to be rescinded are: 04-2019, 04-2018, 05-2016, 04-2016, 03-2016, 04-2010)

12. COMING INTO FORCE

This Bylaw shall come into effect upon the third and final reading and signing of this Bylaw.

READ a first time this 21st day of July 2020.

READ a second time this 21st day of July 2020.

UNANIMOUS CONSENT to proceed to third reading this 21st of July 2020.

READ a third and final time this 21st day of July 2020.

SIGNED this 21st day of July 2020.

Mayor, Chad Newton

Chief Administrative Officer, Wendy Wildman

Municipal Government Act RSA 2000 Chapter M-26

Section 210, Designated Officer

Section 627.1, Appoint Subdivision and Development Appeal Board Clerk

**A BYLAW OF THE MUNICIPALITY OF ISLAND LAKE, IN THE PROVINCE OF ALBERTA,
TO ESTABLISH THE POSITION OF DESIGNATED OFFICER**

WHEREAS, pursuant to the provisions of section 210 of the *Municipal Government Act*, the Council may pass a bylaw to establish one or more positions to carry out the powers, duties, and functions of a designated officer.

AND WHEREAS, pursuant to section 627.1 of the *Municipal Government Act*, the council of a municipality must appoint a designated officer to act as the clerk of the Subdivision and Development Appeal Board having jurisdiction in the municipality.

NOW THEREFORE, the Council of the Summer Village of Island Lake, in the Province of Alberta, duly assembled, enacts as follows:

1. The Subdivision and Development Appeal Board Clerk is the designated officer for the purpose of the following section of the *Municipal Government Act*:

627.1(1) A council that establishes a subdivision and development appeal board must appoint, and a council that authorizes the establishment of a subdivision and development appeal board must authorize the appointment of, one or more clerks of the subdivision and development appeal board.

2. That as the Summer Village has entered into an agreement with Milestone Municipal Services for the provision of Subdivision and Development Appeal Board services within the Summer Village, Emily House and Cathy McCartney be appointed Subdivision and Development Appeal Board Clerks for the Summer Village of Island Lake.
3. THAT this Bylaw shall come into force and effective on the date of the third and final reading.

Read a first time on this 13th day of August, 2019.

Read a second time on this 13th day of August, 2019.

Unanimous Consent to proceed to third reading on this 13th day of August, 2019.

Read a third and final time on this 13th day of August, 2019.

Signed this 13th day of August, 2019.

Municipal Government Act RSA 2000 Chapter M-26

Section 210, Designated Officer

Section 627.1, Appoint Subdivision and Development Appeal Board Clerk



Mayor, Chad Newton

Chief Administrative Officer, Wendy Wildman

Municipal Government Act RSA 2000 Chapter M-26
Section 210, Designated Officer
Section 456, Appoint Assessment Review Board Clerk

**A BYLAW OF THE MUNICIPALITY OF ISLAND LAKE, IN THE PROVINCE OF ALBERTA,
TO ESTABLISH THE POSITION OF DESIGNATED OFFICER**

WHEREAS, pursuant to the provisions of section 210 of the *Municipal Government Act*, the Council may pass a bylaw to establish one or more positions to carry out the powers, duties, and functions of a designated officer.

AND WHEREAS, pursuant to section 456 of the *Municipal Government Act*, the council of a municipality must appoint a designated officer to act as the clerk of the assessment review boards having jurisdiction in the municipality.

NOW THEREFORE, the Council of the Summer Village of Island Lake, in the Province of Alberta, duly assembled, enacts as follows:

1. The Assessment Review Board Clerk is hereby established as a Designated Officer.
2. The Assessment Review Board Clerk is the designated officer for the purpose of the following sections of the *Municipal Government Act*:
 - i) section 456(1) – Duties of the Clerk of the Assessment Review Board
 - ii) section 461 & 462 – Assessment Complaints
 - iii) section 469(1) – Notice of Decision of the Assessment Review Board
 - iv) section 483 – Decision Admissible on Appeal
3. That as the Summer Village has an agreement with Capital Region Assessment Services Commission for the provision of Assessment Review Board services within the Summer Village, Gerryl Amarin be appointed Assessment Review Board Clerk for the Summer Village of Island Lake.
4. THAT this Bylaw is effective on the date of the third and final reading.

Read a first time on this 29th day of August, 2022.

Read a second time on this 29th day of August, 2022.

Unanimous Consent to proceed to third reading on this 29th day of August, 2022.

Read a third and final time on this 29th day of August, 2022.

**Municipal Government Act RSA 2000 Chapter M-26
Section 210, Designated Officer
Section 456, Appoint Assessment Review Board Clerk**

Signed this 29th day of August, 2022.

Mayor, Chad Newton

Chief Administrative Officer, Wendy Wildman



Summer Village of Island Lake

Council Policy

Number	Title			
C-COU-PAR-1	Public Participation Policy			
Approval	Originally Approved		Last Revised	
(CAO initials)	Resolution No:	19-159	Resolution No:	
	Date:	Dec. 17, 2019	Date:	

PURPOSE AND APPLICATION

In accordance with Section 216.1 of the *Municipal Government Act*, this Public Participation Policy has been developed to recognize the value of public participation and create opportunities for meaningful public participation in decisions that directly impact the public.

This Public Participation Policy is in addition to and does not modify or replace the statutory public hearing requirements in the *Municipal Government Act*.

GENERAL POLICY PRINCIPLES

Council recognizes that good governance includes engaging Municipal Stakeholders in Public Participation by:

1. Creating opportunities for Municipal Stakeholders who are affected by a decision to influence the decision;
2. Promoting sustainable decisions by recognizing various Municipal Stakeholder interests;
3. Providing Municipal Stakeholders with the appropriate information and tools to engage in meaningful participation; and
4. Recognizing that although Councillors are elected to consider and promote the welfare and interest of the Municipality as a whole and are generally required to vote on matters brought before Council, facilitating Public Participation for matters beyond those where public input is statutorily required can enrich the decision-making process.



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DEFINITIONS

1. **“Chief Administrative Officer”** means the chief administrative officer of the Municipality or their delegate, abbreviated “CAO”.
2. **“Council”** means the elected representatives of the Municipality
3. **“Municipal Stakeholders”** means the residents of the Municipality, as well as other individuals, organizations or persons that may have an interest in, or are affected by, a decision made by the Municipality.
4. **“Municipality”** means the Summer Village of Island Lake.
5. **“Public Participation”** includes a variety of non-statutory opportunities where Municipal Stakeholders receive information and/or provide input to the Municipality.
6. **“Public Participation Plan”** means a plan which identifies which Public Participation Tools to be used to obtain public input in a particular circumstance.
7. **“Public Participation Tools”** means the tools that may be used, alone or in combination, to create Public Participation opportunities including, but not limited to:
 - (a) in-person participation which may include at-the-counter interactions, door-knocking, interviews, meetings, round-tables, town halls, open houses and workshops;
 - (b) digital participation which may include online workbooks, chat groups, webinars, message boards/discussion forums, and online polls or surveys;
 - (c) written participation which may include written submissions, email, and mail- in surveys, polls and workbooks; and
 - (d) representative participation which may include being appointed to an advisory committee, ad hoc committee or citizen board.



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I. POLICY RESPONSIBILITIES

1. Council Responsibilities

(a) Council shall:

- i. review and approve Public Participation Plans developed by the CAO in accordance with this Policy or as directed by Council;
- ii. consider input obtained through Public Participation; and
- iii. review this Policy to ensure the Policy complies with all relevant legislation, municipal policies and the spirit and intent of Public Participation.
- iv. ensure appropriate resources are available to solicit Public Participation in accordance with this Policy;

2. Administration Responsibilities

(a) CAO shall:

- i. in accordance with this Policy or as directed by Council, develop Public Participation Plans, for Council approval;
- ii. implement approved Public Participation Plans; and
- iii. report the findings of the Public Participation to Council.
- iv. consider timing, resources and engagement and historical effectiveness when developing and modifying Public Participation Plans;
- v. develop the necessary guidelines to implement this Policy;

II. PUBLIC PARTICIPATION OPPORTUNITIES

(b) CAO shall develop and implement a Public Participation Plan in the following circumstances:

- i. when new programs or services are being established;
- ii. when existing programs and services are being reviewed;



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- iii. when identifying Council priorities;
- iv. when gathering input or formulating recommendations with respect to the Municipality's strategic plans or business plans;
- v. as otherwise directed by Council.

III. POLICY EXPECTATIONS

1. Legislative and Policy Implications

- (a) All Public Participation will be undertaken in accordance with the *Municipal Government Act*, the *Freedom of Information and Protection of Privacy Act* and any other applicable legislation.
- (b) All Public Participation will be undertaken in accordance with all existing municipal policies.
- (c) This Policy shall be available for public inspection and may be posted to the Municipality's website.
- (d) This Policy will be reviewed at least once every four years.

2. Public Participation Standards

- (a) Public Participation will be conducted in a sustainable and inclusive manner having regard to different levels of accessibility.
- (b) Public Participation activities will be conducted in a professional and respectful manner.
- (c) Public Participation plans will consider early, ongoing and diverse opportunities to provide input.
- (d) Municipal Stakeholders who participate in any manner of Public Participation are required to be respectful and constructive in their participation. Municipal Stakeholders who are disrespectful, inappropriate or offensive, as determined by Administration, may be excluded from Public Participation opportunities.
- (e) The results of Public Participation will be made available to Council and Municipal Stakeholders in a timely manner in accordance with municipal policies.



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IV. PUBLIC PARTICIPATION PLANS

- a. When so directed by this Policy or Council, the CAO shall develop a Public Participation Plan for approval by Council which shall consider the following:
 - i. the nature of the matter for which Public Participation is being sought;
 - ii. the impact of the matter on Municipal Stakeholders;
 - iii. the demographics of potential Municipal Stakeholders in respect of which Public Participation Tools to utilize, level of engagement and time for input;
 - iv. the timing of the decision and time required to gather input;
 - v. what information is required, if any, to participate; and
 - vi. available resources and reasonable costs.
- b. Public Participation Plans will, at minimum, include the following:
 - i. a communication plan to inform the public about the Public Participation plan and opportunities to provide input;
 - ii. identification of which Public Participation Tools will be utilized;
 - iii. timelines for participation;
 - iv. information about how input will be used;
 - v. the location of information required, if any, to inform the specific Public Participation.

REPORTING AND EVALUATION

- a. Information obtained in Public Participation will be reviewed by the CAO and a report shall be provided to Council.
- b. The report shall include, at minimum, the following:
 - i. an overview of the Public Participation Plan and how it was developed;
 - ii. an assessment of the effectiveness of the plan based on the level of engagement and the quality of input;



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- iii. a summary of the input obtained; and
 - iv. may include recommendations for future Public Participation Plans.
- c. Reports shall be provided to Council for review.

Legal References: MGA 216.1, 230, 606, 692

Cross References: International Association for Public Participation

Attachment: Public Participation Plans

Revisions:

Resolution Number	MM/DD/YY



Summer Village of Island Lake

Council Policy

Number	Title			
C-COU-REM-1	Council Remuneration and Expense Reimbursement			
Approval	Approved			
(CAO initials)	Resolution No:	22-133		
	Date:	August 16 th , 2022		

Purpose:

To ensure Council Members receive fair compensation for their time and expenses incurred while on Summer Village business.

Policy Statement:

Council Members shall be provided with remuneration for their time and reimbursement for the expenses incurred in fulfilling their duties on Summer Village Council.

Standards:

1. Remuneration is intended to compensate for official business conducted on behalf of the Council as a whole to benefit the Summer Village of Island Lake.
2. Remuneration is not intended to match or replace employment or professional rates that the Councillors or Mayor may expect in their job or profession.
3. Remuneration rates will be adjusted from time to time based upon comparisons, inflation rates and any other considerations deemed appropriate in a manner agreed upon by Council.
4. Cost of living adjustment will be reviewed by Council on an annual basis and may or may not be applied to Council base pay and/or meeting rates at the discretion of Council.
5. Remuneration, travel and meals shall be paid in accordance with the amounts and rates approved at the annual organizational meeting or as amended by Council motion from time to time and as shown in Schedule "A".
6. Other items – actual accepted cost. May include incidentals such as parking, use of public transportation, etc.
7. Monthly Incurred Expense Reimbursements – shall be provided with a monthly communications allowance to cover expenses related to personal communications (telephone, internet, smart phone, etc.) as shown in Schedule "A".
8. Reimbursement amounts shall be reviewed annually.



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Schedule “A”

Honorariums

Councillors can claim the following amounts for the following activities:

Approved Training Sessions/Workshops	\$50 (half day up to 4 hours)	\$100 (full day 5 to 8 hours)
Approved Conferences	\$50 (half day up to 4 hours)	\$100 (full day 5 to 8 hours)
Council Meetings		\$150
Communication Expense (monthly)		\$50
Public Works (annually)		\$250
Committee Work (annually)		\$100

Travel Expenses

Mileage – Business Kilometer Rates (includes travel to Council meetings)

- \$0.61 per km, retroactive to January 1st, 2022
Expense sheets must state origin and destination locations for each trip; and total Kilometers x rate per kilometer.

Other (Taxi, Public Transportation, Parking, Car Rental)

- Taxi, intra-city public transportation, parking – receipts required
- Car rental – receipted cost

Accommodation

- Actual accommodation – at cost (receipt required)

Meals

- Actual cost of the meal, excluding alcoholic beverages, plus a gratuity of up to 15 percent of the mean cost.