

# Policy Paper



<b>Policy No.:</b>	<b>A01-2017</b>
<b>Title of Policy:</b>	<b>Council Orientation</b>
<b>Approving Motion &amp; Date:</b>	<b>2017-10-201</b>
<b>Revising Motions &amp; Date:</b>	<b>N/A</b>
<b>Department Responsible:</b>	<b>Administration</b>

## POLICY STATEMENT

The Village of Glenwood values the advantages provided by a Municipal Council which is fully aware of the duties and requirements placed upon elected officials. These advantages provide a basis to help the Village chart a healthy, sustainable and vibrant future for the community.

To demonstrate a commitment to Council orientation, the Village of Glenwood has established the following standards for implementation within 90 days of each municipal general election.

### 1. REASONS FOR POLICY

- 1.1 Council recognizes the benefit of ensuring the Village is provided with elected officials which have been formally made aware of their roles, duties and responsibilities.
- 1.2 To comply with *Municipal Government Act*, being Chapter M-26, R.S.A. 2000 and amendments thereto, specifically Section 201.1:
  - (a) (1) A municipality must, in accordance with the regulations, offer orientation training to each councillor, to be held within 90 days after the councillor takes the oath of office.
  - (b) (2) The following topics must be addressed in orientation training required under subsection (1):
    - (a) role of municipalities in Alberta;
    - (b) municipal organization and functions;
    - (c) key municipal plans, policies and projects;
    - (d) roles and responsibilities of council and councillors;
    - (e) the municipality's code of conduct;
    - (f) roles and responsibilities of the chief administrative officer and staff;
    - (g) budgeting and financial administration;
    - (h) public participation;
    - (i) any other topic prescribed by the regulations.

## **2. RELATED INFORMATION**

- 2.1 Village of Glenwood *Council Education Policy*;
- 2.2 Village of Glenwood *Council Code of Conduct Bylaw*;
- 2.3 Village of Glenwood *Procedure Bylaw*;
- 2.4 Village of Glenwood *Remuneration Expense Claims Bylaw*;
- 2.5 Alberta Municipal Affairs *Now That You've Been Elected* handbook;
- 2.6 *Municipal Government Act*.

## **3. RESPONSIBILITIES**

### 3.1 Village Council to:

- (a) Approve by resolution this policy and any amendments.
- (b) Consider the allocation of resources for successful implementation of this policy in the annual budget process.
- (c) Recognize the benefits of Council orientation.
- (d) Attend and take part in the orientation process.

### 3.2 Chief Administrative Officer to:

- (a) Implement this policy and approve procedures.
- (b) Ensure policy and procedure reviews occur.
- (c) Facilitate orientation of Council by:
  - (i) Providing to newly elected Council members a copy of the:
    - (A) Village of Glenwood *Council Education Policy*;
    - (B) Village of Glenwood *Council Code of Conduct Bylaw*;
    - (C) Village of Glenwood *Procedure Bylaw*;
    - (D) Village of Glenwood *Remuneration Expense Claims Bylaw*;
    - (E) Alberta Municipal Affairs *Now That You've Been Elected* handbook;
    - (F) *Municipal Government Act*.
  - (ii) At the first annual Council Organizational meeting following a general municipal election, presenting on the following topics:
    - (A) role of municipalities in Alberta;
    - (B) municipal organization and functions;
    - (C) key municipal plans, policies and projects;
    - (D) roles and responsibilities of council and councillors;
    - (E) the municipality's code of conduct;
    - (F) roles and responsibilities of the chief administrative officer and staff;
    - (G) budgeting and financial administration;
    - (H) public participation;

- (I) any other topic prescribed by the regulations.
- (iii) In the year following a general municipal election scheduling a Roles and Responsibilities of Municipal Officials Course led by Alberta Municipal Affairs personnel.

**END OF POLICY**