

# Policy Paper



<b>Policy No.:</b>	<b>A02-2017</b>
<b>Title of Policy:</b>	<b>Council Education</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 committed to a process of continual educational advancement to ensure proficiency in carrying out its duties and requirements. Proper education provides a basis for the Village to understand the dynamics of the broader place and context within which it operates.

To demonstrate a commitment to Council education, the Village of Glenwood has established the following standards for implementation on an ongoing bases.

### 1. REASONS FOR POLICY

- 1.1 Council recognizes the benefit of ensuring the Village is provided with elected officials which have the opportunity to better their awareness of issues, trends, and hazards, possibly impacting the Village's health, sustainability and future.

### 2. RELATED INFORMATION

- 2.1 Village of Glenwood *Council Orientation Policy*;
- 2.2 Alberta Municipal Affairs *Now That You've Been Elected* handbook;
- 2.3 *Municipal Government Act*.

### 3. DEFINITIONS

- 3.1 **Education** means any course, material, or event which are related to the roles and responsibilities of municipal elected officials.

## 4. RESPONSIBILITIES

### 4.1 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 education.
- (d) Attend and take part in the education process, both for themselves, and for the benefit of their fellow Councillors.

### 4.2 Chief Administrative Officer to:

- (a) Implement this policy and approve procedures.
- (b) Ensure policy and procedure reviews occur.
- (c) Facilitate education of Council by:
  - (i) Before the end of the year of a municipal general election, providing to newly elected Council members a copy of the:
    - (A) Village of Glenwood *Council Orientation 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) In the year following a general municipal election scheduling a Roles and Responsibilities of Municipal Officials Course led by Alberta Municipal Affairs personnel.
  - (iii) Registering, enrolling, or ordering, education courses, materials, or events, approved by Council.

**END OF POLICY**