

Policy Paper



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

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