

**VILLAGE OF WABAMUN
POLICY HANDBOOK
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LAST UPDATED: AUGUST 1, 2018

VILLAGE OF WABAMUN
ADMINISTRATIVE MANUAL

PART: Legislative

POLICY NO: L:3

SECTION:

PAGE: 1 of 2

POLICY SUBJECT/TITLE: EXPENDITURES NOT INCLUDED IN THE BUDGET

EFFECTIVE DATE: September 18, 2000

POLICY

Council must define an emergency and establish procedures to authorize and verify expenditures that are not included in a budget.

Legal Reference: Municipal Government Act, M-26.1, R.S.A. 1994, Section 248

REGULATIONS

Section 248 of the M.G.A. states that a municipality may only make an expenditure that is in a budget, for an emergency or is legally required to be paid. Each Council must establish procedures to authorize and verify expenditures that are not included in a budget.

An emergency is defined as follows:

- 1) Any situation declared by Council as an emergency.
- 2) An expenditure that is not in response to an emergency situation, however, is required for delivery of essential services to residents including but not limited to water, sanitary sewer, storm sewer and street improvements.
- 3) An expenditure that is not in response to an emergency situation, however, is required due to failure of vehicles, equipment or facilities required to provide for delivery of essential services to residents including but not limited to water, sanitary sewer, storm sewer, streets, garbage, snow removal and fire protection.
- 4) An expenditure that is not in response to an emergency situation, however, is within the total department budget. This shall be further defined as an amount exceeding the actual line (object code) budget but not exceeding the total department's budget unless required under Sections 1, 2, or 3 above.

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ADMINISTRATIVE MANUAL

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POLICY SUBJECT/TITLE: EXPENDITURES NOT INCLUDED IN THE BUDGET

EFFECTIVE DATE: September 18, 2000

REGULATIONS – continued

The procedure to authorize and verify expenditures that are not included in a budget shall be as follows:

- 1) Expenditures for an emergency or disaster are to be verified and approved by Council after the emergency or disaster. The Chief Administrative Officer and, if Council deems it necessary, any other member of staff appointed by Council, shall be Purchasing Officer at the onset of the declared emergency and will follow approved policies.
- 2) Requirement for an expenditure that is not in a budget is reported to Council or Committee of Council (Finance) if not an emergency. The Chief Administrative Officer will prepare a report of the situation, including estimated costs.
- 3) If the expenditure is not deemed an emergency, the Chief Administrative Officer may be directed to follow policy on tendering.
- 4) Budget will be reviewed to reallocate funding as required.
- 5) Approval of the expenditure will take place at a duly constituted Council meeting.
- 6) Borrowing, if required, shall be in accordance with requirements of the Municipal Government Act.

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PART: Legislative

POLICY NO: L:5

SECTION:

PAGE: 1 of 2

POLICY SUBJECT/TITLE: COUNCIL BENEFITS

EFFECTIVE DATE: September 18, 2000

POLICY

Benefits are available to all elected officials and persons appointed to Boards, Agencies, Committees, Commissions, etc. under the Group Accident Insurance Plan through A.U.M.A.

REGULATIONS

- 1) All Councillors are covered under the Group Accident Plan of A.U.M.A. under Plan I.B. \$50,000 Accidental Death and Dismemberment and \$200.00 weekly accident indemnity.

- 2) Accidental Death and Dismemberment

A lump sum amount will be paid if an ACCIDENT results in the loss of life, sight, speech or hearing or loss of (including LOSS OF USE of) a limb or limbs. Benefits are payable with respect to ACCIDENTS occurring while the Insured Person is engaged in the performance of duties as an Elected or Appointed Official (Plan I), or on a 24 hour Business and Pleasure basis (Plan II).

- 3) Weekly Accident Indemnity

The benefit is payable for temporary TOTAL disability caused by an ACCIDENT provided the disability commences within 30 days of the day of the ACCIDENT. Benefits will be payable from the 16th day of disability for a maximum period of 52 weeks.

- 4) Accident Medical Reimbursement

If an injury requires treatment, the policy will provide reimbursement to the Insured Person for eligible expenses incurred within 52 weeks of the date of the accident and which are not covered by the Provincial Medical Care of Hospital Plan to a maximum of \$1,500.00.

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POLICY SUBJECT/TITLE: COUNCIL BENEFITS

EFFECTIVE DATE: September 18, 2000

REGULATIONS – continued

5) Permanent Total Disability

If an injury permanently and totally disables the Insured Person within 365 days from the date of the ACCIDENT, and such disability continues for 12 consecutive months, the Principal Sum amount is payable (less any benefits previously received as a result of the same ACCIDENT).

**VILLAGE OF WABAMUN
POLICY MANUAL**

POLICY TITLE: ADMINISTRATION OFFICE HOURS

SECTION: LEGISLATIVE

POLICY NO: L:11

COUNCIL MEETING DATE: NOVEMBER 14TH, 2011

RESOLUTION NO: 11-414

POLICY

To set forth the hours of operation for the Village of Wabamun Administration Office, EFFECTIVE JANUARY 01, 2012 AS PER RESOLUTION

REGULATIONS

1) Hours of Operation

- a) Administration Office shall open at 8:30 a.m. and close at 4:30 p.m. Monday through Friday with the exception of:
 - i. Statutory Holidays, when the office shall be closed for the day:
 - New Years Day
 - Family Day
 - Good Friday
 - Easter Monday
 - Victoria Day
 - Canada Day (Dominion Day)
 - Civic Holiday (1st Monday in August)
 - Labour Day
 - Thanksgiving Day
 - Remembrance Day
 - Christmas Day
 - Boxing Day
 - ii. From the hours of Noon until 1:00 p.m. for the lunch hour
- b) By the resolution of Council the Administration Office may be closed from time to time
- c) By the decision of the Chief Administrative Officer the Administration Office may be closed in the event of an emergency or to meet operational need without resolution of Council

VILLAGE OF WABAMUN POLICY MANUAL

POLICY TITLE: PROCLAMATIONS

SECTION: LEGISLATIVE

POLICY NO: L:12

COUNCIL MEETING DATE: NOVEMBER 29, 2011

RESOLUTION NO: 11-438

DEFINITIONS:

A Proclamation is a public or formal pronouncement; a message of importance and interest to the majority of the people of the Village of Wabamun

POLICY:

To set forth the following policy guidelines to assist Council with the decision making process regarding the pronouncement of Proclamations. A Proclamation is issued at the discretion of the Council under the following policy guidelines without incurring any expenses related to the advertising or promotion of it.

PROCEDURES:

- 1) Proclamations are issued to charitable and non-profit organizations to
 - o increase public awareness of their causes
 - o support major sporting events
 - o support cultural entertainment programs
 - o promote the health and well-being of the community
 - o promote Village initiatives of significance to Village residents
- 2) Proclamations are intended to help meet the activities and objectives or causes which interest the community as a whole; thereby, only Proclamations received from the Village or surrounding County that clearly demonstrate this benefit will be considered.
- 3) Recognition of individuals, similar-subject proclamations and not-for-profit events sponsored by for-profit organizations and commercial or business enterprises shall occasionally be considered by Council; however, subjects of a commercial or partisan nature do not qualify.
- 4) In cases where requests for proclamations duplicate the same cause, groups will be urged to work together.
- 5) By a motion of Council, consideration will be given to groups that do not receive a Proclamation but are worthy of recognition by offering letters, messages or certificates instead
- 6) Where the proclamation is deemed appropriate and meets all the guidelines, the Mayor will declare and sign a Proclamation
- 7) A Proclamation is issued at the discretion of the Council who shall not be responsible for incurring any expenses related to the advertising, organizing, promotion or any other costs associated with it.

**VILLAGE OF WABAMUN
POLICY MANUAL**

POLICY TITLE: COUNCIL REMUNERATION AND EXPENSES

SECTION: LEGISLATIVE

POLICY NO: L:16

December 20, 2016

RESOLUTION NO: 16-455

PURPOSE

The purpose of this policy is to provide meeting per diem rates as Council remuneration, and reimbursement of business expenses incurred by members of Council in the performance of their duties.

REGULATIONS

- 1) All Council Members shall be paid a per diem amount for attending meetings or functions as a listed in section 4 below unless another agency or organization remunerates the Council member for their attendance.
- 2) Councillors shall be paid \$300 per month as an honorarium
- 3) The Mayor (or Deputy Mayor when acting on behalf of the Mayor) shall be paid \$400 per month as an honorarium
- 4) Council members are also eligible to claim a meeting per diem of \$25/hour (calculated to the closest ½ hour) to a maximum of \$200 per day (including travel) for attending and travelling to the following:
 - a. Regular or Special Council Meetings
 - b. Strategic planning meetings
 - c. Council budget and or committee of the whole meetings
 - d. Meetings with other municipalities (such as Regional Mayors and Reeves meetings, and Joint Council meetings)
 - e. Public planning meetings not held as part of the regular Council meeting (such as those regarding Land Use bylaw, Municipal Development Plan, Area Structures Plans)
 - f. Interviews and evaluations (such as those for the CAO)
 - g. Council orientation meetings/sessions
 - h. Council Committee meetings for which they are assigned
 - i. All other meetings or functions if attendance has been approved by the Mayor (or Deputy Mayor if the Mayor is absent)

- Approved by Council as noted above:**

Chief Administrative Officer – Village of Wabamun



VILLAGE OF WABAMUN

PART: Legislative

POLICY NO: L:17

SECTION: Council

POLICY SUBJECT/TITLE: Public Participation

Council Meeting Date: July 17, 2018

Motion # 18-246

PUBLIC PARTICIPATION POLICY

I. 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*.

II. 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.

III. DEFINITIONS

- 1) **"CAO"** means the chief administrative officer of the Municipality or their delegate.
- 2) **"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.
- 3) **"Municipality"** means the Village of Wabamun.
- 4) **"Public Participation"** includes a variety of non-statutory opportunities where Municipal Stakeholders receive information and/or provide input to the Municipality.
- 5) **"Public Participation Plan"** means a plan which identifies which Public Participation Tools to be used to obtain public input in a particular circumstance.
- 6) **"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

IV. 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;
- v. promote and support Public Participation;

2) Administration Responsibilities

(a) The 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 when developing and modifying Public Participation Plans;
- v. evaluate the effectiveness of the Public Participation Plan and the Public Participation Tools used in a particular circumstance;
- vi. develop the necessary procedures to implement this Policy;
- vii. assess this Policy and make recommendations to Council about the Public Participation and resourcing;

V. PUBLIC PARTICIPATION OPPORTUNITIES

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

- i. when new programs or services are being established;
- ii. when identifying Council priorities;
- iii. when gathering input or formulating recommendations with respect to budget;
- iv. when gathering input or formulating recommendations with respect to the Municipality's strategic plans or business plans or;
- v. as otherwise directed by Council.

VI. 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) 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.

VII. 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.

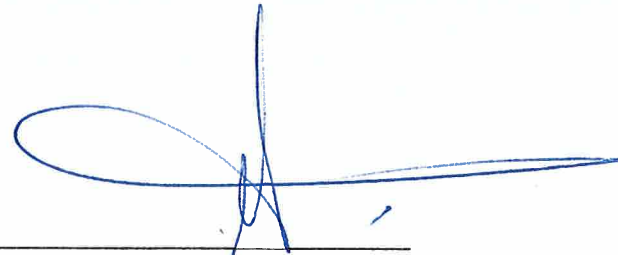
Approve by Council as noted above:



Chief Elected Official



Date



Chief Administrative Officer



Date