

Title	Policy Development	Policy number	A000
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Policy Reference <i>Governance</i>	
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PURPOSE

This is a general guide for policy development, describing process, philosophy and format. The development and evolution of policy, while ultimately a Council responsibility, is a task in which all affected are expected and invited to participate and contribute.

Policies and Procedures are to be written such that the intent of each policy may be known, understood and implemented correctly and completely.

Generally, policies, administrative procedures and exhibits are for the internal operations of the Town, and are the mechanism by which Council provides authority, direction and guidance.

The Policy Manual will be regarded as an evolving document continually adjusting to meet the needs of changing times and circumstances.

DEFINITIONS

“Policy statements” mean the principles and rules adopted by Council to reach its long-term goals. Policy statements are designed to provide high level direction and guidance, establish key principles and responsibilities, set fundamental requirements, and allocate and define the limits of authority.

Policy statements differ from bylaws in that policy is intended to establish rules and guidelines for the Municipal Corporation, its council and its personnel whereas bylaws are intended to establish guidelines and rules for residents and visitors in the community.

“Administrative procedures and exhibits” are developed by administration and approved by the Chief Administration Officer (CAO), and are intended to operationalize policies. Together, policies and procedures ensure that a point of view held by the Council is translated into steps that result in an outcome compatible with that view.

In the simplest terms, a policy defines expected outcomes, while a procedure defines the process for achieving those outcomes.

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“Policy Manual” means a physical and electronic consolidation of all Town of Killam policies maintained to serve as an operational guide for staff, Council and the public.

“Policy Committee” means Council of the Town of Killam.

“MGA” means the Municipal Government Act.

POLICY

1. The Town of Killam will operate a standardized system of developing, recording, approving and distributing policies and procedures.
2. Process
 - a. Policy proposals may originate from Council or Administration.
 - b. All policy proposals shall be forwarded to a designated administrative officer for formatting and policy numbering.
 - c. The administrative officer shall forward formatted and numbered policies to the CAO for editorial review.
 - d. The CAO shall obtain background information or supporting documentation necessary for Council to consider the policy proposal.
 - e. The proposed policy shall then be placed on the Council agenda for presentation the next regular Council meeting as Notice of Request for Decision.
 - f. For a period of not less than two weeks prior to presentation to Council for Notice of Request of Decision, notification of proposed policies or policy amendments will be advertised in local newspapers and posted on the municipal website.
 - g. Groups and individuals will be provided opportunities for input including, but not limited to, opportunities for presentations to Council.
 - h. Administration shall then recommend proposed policies to Council for approval, modification or rejection at a subsequent regular meeting of Council.
 - i. Administrative Procedures shall be approved by the CAO and included in the Policy Manual. The CAO will inform Council of all changes made to Administrative Procedures.
 - j. Policies will be reviewed under two circumstances:
 - i. Legislative and regulatory changes that impact the municipality will be updated and brought forward to council within a reasonable timeframe.
 - ii. All policies will be reviewed in five-year increments and updated as required.
3. Coding and Numbering
 - a. Policies will be categorized and numbered by the Administrative Officer using the following headings:

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- i. Section A Governance
 - ii. Section B Administration and Human Resources
 - iii. Section C Finance and Assessment
 - iv. Section D Municipal Services
 - v. Section E Planning and Development
 - vi. Section F Facilities and Equipment
4. Search Capability
- a. All policies shall be placed on the Town’s website – www.town.killam.ab.ca in such a manner as to enable electronic search capabilities. Council, staff and members of the public are encouraged to view policies using the search capability available.

Appendices
 Schedule A –Policy Template

IMPLEMENTATION

- 1. One original hardbound copy of the Policy Manual will be maintained in the Town Administration Office.
- 2. All policies will be posted on the Town of Killam website.

 Bud James
 Mayor of the Town of Killam

 Kimberly Borgel
 CAO of the Town of Killam

	Date	Page Number
APPROVED		
AMENDED		
AMENDED		

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Schedule A
Policy Template

Title	Key identification of the policy	Policy number	Number associated with appropriate policy location
Policy Reference <i>"this will refer back to other impacted policies or bylaws or refer to the empower section in provincial legislation"</i>			

PURPOSE

"An outline of the purpose of the policy (e.g. legislative authority) and expected outcomes (e.g. keep the streets clean) along with any pre-consultation carried prior to the approval of the policy"

DEFINITIONS

"Any definitions required for the policy"

POLICY

"The actual policy statement in clear concise terms"

IMPLEMENTATION

"This part will outline the implementation of the policy including the process to be used communicating the policy (e.g. web)".

"This should also include a statement how the policy can be objected to or amended (e.g. any citizen feeling aggrieved by this policy can file their objective to the policy and propose amendments – the appeal decision of council is final)"

"Any administrative implementation procedures will be placed in the procedure manual"

 Bud James
 Mayor of the Town of Killam

 Kimberly Borgel
 CAO of the Town of Killam

	Date	Resolution Number
APPROVED		
AMENDED		
AMENDED		

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Title	Council Meetings	Policy number	A001
Policy Reference MGA		Sections 193, 194 and 195 in as amended	

PURPOSE

To establish a policy that sets up a schedule of regular council meetings and rules concerning calling special council meetings and council committee meetings.

DEFINITIONS

"Regular Council Meetings" means meetings of Council regularly scheduled to deal with municipal business (MGA 193).

"Special Council Meetings" means meetings called by the Mayor or the Chief Administrative Officer acting upon instruction of Council or a majority of Council to deal with specific items that cannot wait until the next regular meeting of Council and includes Public Hearings not scheduled on a regular Council meeting date (MGA 194).

"Committee Meetings" means meetings of Committees that are appointed by Council and open to the public (MGA 195).

POLICY

1. The Town of Killam regular Council Meetings will be held on the 3rd Thursday of each month.
2. The Town of Killam regular Council Meetings will be held at 7 p.m.
3. A special Council meeting can be called based on the procedures outlined in the Municipal Government Act.
4. Council may establish terms of reference for a committee and or ad -hoc group to review issues and make recommendations to Council.
5. All scheduled Council meetings, special meetings and committee meetings dates and times will be posted in the Town Office, on the Community TV channel, published in the Community Press, and posted on the Town of Killam website when time permits.

IMPLEMENTATION

1. This policy shall be posted on the website.
2. After each organizational meeting, all Council meetings and Committee meetings for the year shall be posted on the website.

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3. Citizens or interest groups wishing to meet with Council shall schedule a meeting time with CAO one week prior to Council meeting.
4. Policy 1.1 is hereby repealed.

	Date	Resolution Number
APPROVED	Nov. 17, 2016	
AMENDED		
AMENDED		

 Bud James
 Mayor of the Town of Killam

 Kimberly Borgel
 CAO of the Town of Killam

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Title	Council Remuneration - Travel, Subsistence & Honorariums	Policy number	A002
Policy Reference A001		Council Remuneration	

PURPOSE

To recognize and reimburse Councillors or council representatives for out of pocket expenses while representing the Town of Killam and for executing their roles and responsibilities by participating in conferences, training, meetings, committees, commissions, boards and other activities that are approved by council.

DEFINITIONS

“Councillor” means the Mayor and Councillors of the Town of Killam.

“Council representative” means a person appointed to represent a Councillor.

“Regular Council Meetings” refer to policy A001.

“Special Council Meetings” refer to policy A001.

“Committees Meetings” refer to policy A001.

“Boards and Commissions” means meetings of a Board or Commission to which a Councillor has been appointed by Council.

“Conventions, Courses/Seminars” means events in which a Councillor has been appointed by Council to attend.

POLICY STATEMENT

1. Councillors will receive the following remuneration for their time and service with respect to attending Regular Council Meetings and Regularly Scheduled Committee Meetings:
 - a. Mayor remuneration: \$14,000.00 per annum.
 - b. Councillor remuneration: \$8,000.00 per annum.
 - c. In addition to 1a. and 1b., Councillors shall be paid a per diem of \$200/day or \$100 for half day for attending meetings during business hours.

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2. While representing the municipality on business beyond the municipal boundaries of Killam, including full-day meetings, conventions, courses and seminars the following reimbursement will be provided:
 - a. Mileage.....\$0.58/km
 - b. Meals - Breakfast.....\$15
Meals – Lunch\$20
Meals – Supper.....\$25
Or by receipt
 - c. No alcohol purchases will be reimbursed by the Town.

3. Council Conferences
 - a. Councillors will be reimbursed for attending the:
 - i. AUMA Convention; or
 - ii. Any meeting of a committee or Board to which a Councillor has been appointed.
 - b. Councillors shall obtain the prior written approval of Council to attend a conference or workshop where a claim for subsistence or expenses will be submitted to the Town of Killam.

4. Council Orientation
 - a. A Council Orientation Day (local or regional) will be held after each municipal election.

5. Council Committees
 - a. A list of Committees and Committee Members follows this section:
 - i. Flagstaff Family and Community Services - The Town of Killam entered into an Agreement with Flagstaff County to be the unit authority acting on behalf of Killam in a joint Family and Community Support Service known as the Flagstaff Family and Community Support Service.

6. Training and Development
 - a. The Town will reimburse a Councillor for the cost of tuition for completing any training and development courses that are supportive of and are relevant to their role on Council, provided it is within the budget and approved by Council.

7. Political Events
 - a. The Town will not reimburse for any tickets, registration fees or donations to any federal or provincial registered party, registered association, a candidate, a leadership contestant or a nomination contestant or the personal expenses of a

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Councillor. A municipality being a corporation is an ineligible contributor and cannot make contributions.

IMPLEMENTATION

1. A Councillor attending a Committee, Board or Commission meeting shall report on the committee meeting to Council at a Council meeting.
2. Each Council member shall attend the Council Orientation Day.
3. This policy shall be posted on the website.
4. Policy 1.2 is hereby repealed.

	Date	Resolution Number
APPROVED	Nov. 17, 2016	
AMENDED	Oct 28, 2021	
AMENDED		

 R.L. (Ben) Kellert
 Mayor of the Town of Killam

 Kimberly Borgel
 CAO of the Town of Killam

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Title	Mayor and Deputy Mayor	Policy number	A003
Policy Reference	Establishment of the office of Mayor and Deputy Mayor under the MGA		
	150, 153, 154, 155		

PURPOSE

To clearly define the roles and responsibilities of the Mayor and Deputy Mayor.

DEFINITIONS

“Mayor” means Chief Elected Official (CEO) under section 154.

“Deputy Mayor” means Deputy Chief Elected Official (DCEO) under section 152.

“Councillor” means the person elected under the Local Authorities Election Act (LAEA) to the Council of the Town of Killam.

POLICY

1. The CEO will be the Mayor of the Town of Killam.
2. The Deputy CEO will be the Deputy Mayor of the Town of Killam.
3. The Mayor will preside over all Council meetings.
4. The Deputy Mayor is appointed by Council at the annual organizational meeting and will preside over Council meetings in the absence of the Mayor.
5. The Mayor is automatically a member of all Council Committees except;
 - a. where Council provides otherwise; or
 - b. where the Mayor has not been named directly under Part 17 of the MGA as a member of a board, commission, subdivision authority or development authority.
6. In addition to the duties of a Mayor under the MGA or policy, the Mayor has the duties of a Councillor.
7. The Mayor shall not purport to speak for the Council or the municipality unless the Mayor has reason to believe that a consensus exists among a majority of the Councillors.
8. The Mayor is authorized to assume Ceremonial duties such as invitations to attend ceremonies, ribbon cuttings, banquets, speaking engagements, signing of official

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documents and other related ceremonial duties. The Mayor may delegate this responsibility to another Councillor from time to time.

IMPLEMENTATION

1. This policy shall be posted on the website.
2. Policy 1.3 is hereby repealed.

	Date	Resolution Number
APPROVED	Nov. 17, 2016	
AMENDED		
AMENDED		

 Bud James
 Mayor of the Town of Killam

 Kimberly Borgel
 CAO of the Town of Killam

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Title	Code of Conduct Council & Committees	Policy number	A004
Policy Reference MGA and Bylaws		Section	

PURPOSE

Outline certain basic guidelines for elected municipal government officials so that they may carry out their powers, duties and functions with impartiality and dignity, recognizing that the function of council members is, at all times, to provide service to their community and the public.

DEFINITIONS

“Administration” means the employees of the Town of Killam.

“Chief Administrative Officer” is the administrative head of Town of Killam as appointed by Council responsible to perform those responsibilities contained within the Municipal Government Act.

“Confidential Information” includes but is not limited to information:

- a. in the possession of the Town that the Town is either prohibited from disclosing, is required to refuse to disclose or exercises its discretion to refuse to disclose under the FOIP Act or other legislation; and*
- b. concerning matters that are permitted to be discussed in an in-camera meeting pursuant to the Municipal Government Act.*

“Council” means the Council of the Town of Killam. “Town Property” includes Town staff time, financial and non-financial assets (including, but not limited to, land, vehicles, equipment, material, paper or electronic documents, tools, electronic equipment, computers, internet services and intellectual property).

“Gift” means any real or personal property given, including but not limited to artwork, clothing, money, gift certificates or gift cards, unless payment in any form, including the exchange of goods and services, of equal or greater value is received by the individual or entity giving the Gift but does not include:

- (a) such Gifts or benefits that normally accompany the duties of office and; received as an incident of protocol or social obligation;*

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- (b) suitable mementos of a function honouring the Councillor; and
- (c) admission to an event such as a convention, conference, symposium, forum or similar event, offered by the organizer of the event and unsolicited by the Councillor, if the Councillor is attending or participating in their official capacity; and
- (d) provided that the value of the Gift or benefit does not exceed \$500.00.

“Mayor” means the chief elected official of the Town of Killam.

“Pecuniary Interest” is an interest in a matter that could monetarily affect a Councillor or an employer of the Councillor or an interest in a matter that the Councillor knows or should know could monetarily affect the Councillor’s family, and as more particularly set out in Division 6 of the Municipal Government Act.

POLICY

1. Integrity

Integrity is the quality of being honest and having strong moral principles. It is vital that the public has confidence in Council’s ability to provide good government and to provide services, facilities or other things that, in the opinion of Council, are necessary or desirable for the Town, and to develop and maintain safe and viable communities. Councillors must conduct themselves in a way that promotes and maintains public confidence and shall be committed to performing their functions with integrity.

To the best of their ability, Councillors shall represent the official policies and positions of the Council. When presenting their personal opinions or positions, members shall explicitly state that those opinions do not represent the Council or Town.

2. Public Interest

Councillors shall work for the common good of the residents of the Town of Killam and not for any private or personal interest. Councillors shall seek to serve the public interest by upholding both the letter and the spirit of the laws and policies established by the Government of Canada and the Province of Alberta as well as those policies and bylaws that Council imposes on itself. Councillors shall inform themselves of public issues, listen attentively to public discussions before Council and focus on the business at hand and shall make decisions based upon the merits and substance of the matter at hand.

3. Stewardship

Council recognizes that they are stewards; responsible to manage and look after the interests of Town of Killam residents and taxpayers. Recognizing that stewardship of the public

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interest must be their primary concern, Councillors are elected to act and to make decisions solely in terms of the public interest.

4. Impartiality

Impartiality is a principle of justice holding that decisions should be based on objective criteria, rather than on the basis of bias, prejudice, or preferring the benefit to one person over another for improper reasons. Councillors shall perform their duties of office and arrange their private affairs in a manner that promotes public confidence and will bear close public scrutiny.

Councillors shall not use their official positions to influence government decisions in which they have a financial interest or where they have an organizational responsibility or a personal relationship that would present a pecuniary interest under the Municipal Government Act. Councillors must not place themselves under any financial obligation that may influence them in discharging their duties and responsibilities as councillors.

5. Gifts

Councillors shall not take advantage of services or opportunities for personal gain by virtue of their public office that are not available to the public in general and shall refrain from accepting Gifts, favours or promises of future benefits that might compromise their independence of judgment or action or give the appearance of being compromised.

Acceptance of any Gift or benefit of a value greater than \$500.00 must be disclosed to Council and shall be noted in the minutes.

6. Confidentiality

Councillors must use council information which is not available to the public, in accordance with any relevant Council policy to ensure, as far as reasonable, the primacy of the public interest over any private interest. Councillors shall respect and preserve the confidentiality of information provided to them concerning the confidential matters of the Town. They shall neither disclose confidential information without proper legal authorization nor use such information to advance their personal, financial or private interests.

After leaving office, Councillors shall continue to keep confidential information acquired as a member of Council confidential.

7. Respect

Killam Town Council promotes and expects respectful and responsible behaviours when interacting with each other, with Administration and with customers during the course of Town of Killam business. All Councillors and employees of the Town of Killam have the right to work in an environment based upon mutual respect, dignity and fairness, and one that is free from actions and behaviours that are contrary to respectful, dignified and fair treatment of the individual.

Council members shall support the maintenance of a positive and constructive environment for residents, businesses and Town employees and shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motive of other members of Council, boards, commissions, committees, staff or the public.

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8. Accountability

Councillors themselves have the primary responsibility to assure that ethical standards are understood and met and that the public can continue to have full confidence in the integrity of the Town. Councillors must govern their conduct in accordance with the requirements and obligations as set out in the Municipal Government Act or any other Act of the Government of Canada or the Province of Alberta. In performing their duties, Councillors must abide by any Council Policy, Bylaw, process or rule of order established by Council.

All Councillors shall sign the form prescribed as Schedule “A” Code of Ethics attached to this Policy upon assuming office, pledging to uphold the policies and laws of the Town, the Province of Alberta and the Government of Canada.

Councillors shall commit to disclosing to the appropriate authorities and/or to Council any behaviour or activity of which they become aware that may qualify as corruption, abuse, fraud, bribery or any other violation of the law or this Policy. Council shall deal with any such breaches in accordance with the Meeting Procedures Bylaw in force from time to time.

9. Policy Breaches

Elected Officials have a duty to help create a responsive, accessible, transparent and fair municipal government. Accordingly, Elected Officials have a duty to question whether another Elected Official is violating legislation, ethics or respectful behaviour as set forth in this policy.

Should an Elected Official breach any of the principles outlined in this policy, the possible courses of action that are available to Council include but are not limited to:

- a. Request an apology by the Elected Official to the impacted individual(s).
- b. Remove the Elected Official from Council Committees.
- c. Dismiss the Elected Official from a position of Deputy Mayor or Chairperson of a Committee.
- d. Require educational training on ethical and respectful conduct provided by a third party at the expense of the Elected Official.

Any action taken by Council should include a time frame and what remedial action is expected.

A decision to apply one or more of the actions detailed above requires a Council resolution.

All discussions surrounding alleged and substantiated violations of this policy shall be conducted in a council conversation in a public or an In-Camera meeting of Council with the intent that the discussion shall remain confidential under the appropriate sections of the *Freedom of Information and Protection of Privacy (FOIP) Act*.

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IMPLEMENTATION

1. CAO has each member of Council Sign Schedule A.
2. This policy shall be posted on the website.
3. Policy 1.17 is hereby repealed.

Appendices

Schedule A – Town of Killam Code of Conduct for Members of Council and Council Committees

	Date	Resolution Number
APPROVED	Nov. 17, 2016	
AMENDED		
AMENDED		

 Bud James
 Mayor of the Town of Killam

 Kimberly Borgel
 CAO of the Town of Killam

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Schedule A

Town of Killam Code of Ethics

I recognize that I have primary responsibility to assure that ethical standards are understood and met so that the public can continue to have full confidence in the integrity of the Council. In recognition of my commitment and dedication to the public that has entrusted me, as a member of the Town of Killam Council, to provide governance I, <INSERT NAME OF COUNCILLOR>, promise that I will:

1. Govern my conduct in accordance with the requirements and obligations as set out in the Municipal Government Act or any other Act of the Government of Canada or the Province of Alberta as well as the requirements set by any Council Policy, Bylaw, process or rule of order established by Council.
2. Demonstrate the highest standards of personal integrity, honesty and fortitude in all public activities in order to inspire the public confidence and trust in me and the municipality I represent.
3. Devote time, thought and attention to the duties of a Councillor so that I may render effective and knowledgeable service.
4. Consider all available information in making my decisions and, thereafter, abide by and uphold the decision of Council.
5. Treat my fellow councillors, administration and the public with respect, concern, courtesy and responsiveness.
6. Develop and regularly evaluate goals and policies for the Town of Killam which meet the needs and expectations of the public; and encourage active participation by the public in this process.
7. Work with my fellow Councillors in a spirit of harmony, compassion and cooperation in spite of differences of opinion; and listen to and respect those opinions which may be different than my own.
8. Strive for open and honest communications with my fellow Councillors.
9. Remember that, unless otherwise authorized by Council, I have no individual legal authority outside of a meeting of Council and I must conduct my relationships with staff, the public and the media on this basis.
10. Not use my position to benefit me or any other individual or organization, apart from

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the total interest of the community; and avoid placing myself in a position where there may be a real or perceived conflict of interest.

11. Not use Town funds, property or information for my personal benefit or gain or for the personal gain or benefit of any other individual or organization.
12. Protect the privileged information to which I have access in the course of my official duties; and maintain the confidentiality of information that is not otherwise available to the public.
13. Neither neglect my personal obligation to the public and my legal obligation to the Province of Alberta, nor surrender these responsibilities to any other person, group or organization.
14. Commit to disclosing to the appropriate authorities and/or to Council any behaviour or activity that I become aware of that may qualify as corruption, abuse, fraud, bribery or any other violation of the law or this Policy.

Dated at the Town of Killam, in the Province of Alberta, this _____ day of _____, _____.

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Title	Proclaiming Special Events	Policy number	A005
Policy Reference			

PURPOSE

To establish a policy for the Town of Killam to recognize special events, days, weeks and months and to ensure they are appropriate, reasonable and manageable.

DEFINITIONS

“Special Event” means those events approved by Council.

POLICY

1. Council can proclaim by resolution a special date or special events as a special recognition.
2. Council will consider proclamations where the event is related to services financially supported by the Town of Killam, or are sponsored by the Province of Alberta.

IMPLEMENTATION

1. Any group wishing to have a special date or event recognized by the Town of Killam must submit a written request for Council's consideration. The request must identify the event and what type of service the organization provides to the Town.
2. Upon approval by Council, an advertisement in the local newspaper will be prepared by the CAO based on the information submitted in the request.
3. This policy shall be posted on the website.
4. Policy 1.5 is hereby repealed.

	Date	Resolution Number
APPROVED	Nov. 17, 2016	
AMENDED		
AMENDED		

 Bud James
 Mayor of the Town of Killam

 Kimberly Borgel
 CAO of the Town of Killam

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Title	Signing Authority	Policy number	A006
Policy Reference MGA and Bylaw		MGA Investment Policy	

PURPOSE

To ensure that the appropriate roles can authorize proprietary documents on behalf Town of Killam to ensure accountability and mitigate risk.

DEFINITIONS

“Mayor” as elected by the electors of the Town.

“Deputy Mayor” as appointed by the Council.

“CAO” as appointed by the Council.

“Acting CAO” means a person appointed by the CAO to Act on their behalf.

Policy

1. The Mayor or Deputy Mayor and CAO or Acting CAO are authorized to sign on behalf of the Town of Killam all agreements, documents that have been approved by Council or included within the approved budget or cheques on behalf of the Town of Killam.
2. The Mayor and CAO are authorized to sign for investments pursuant to the investment policy and the provision under the Municipal Government Act.

Implementation

3. This policy shall be posted on the website.
4. Policy 1.5 is hereby repealed.

	Date	Resolution Number
APPROVED	Nov. 17, 2016	161.10.16.08
AMENDED		
AMENDED		

 Bud James
 Mayor of the Town of Killam

 Kimberly Borgel
 CAO of the Town of Killam

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Title	Promoting the Town of Killam	Policy number	A007
Policy Reference		Bylaw 652	

PURPOSE

To establish a clear, appropriate and effective guide for promotion activities of the Town of Killam.

DEFINITIONS

N/A

POLICY

1. Town Crest and Symbol:
 - a. The logo for the town is the stylized “K” with “Killam Alberta” and the town slogan is “Life WITHOUT COMPROMISE.”
 - b. Council and organizations will be allowed to use this logo.
 - c. An example of Town logo and slogan follows below:



2. Sale of Promotional Items
 - a. The price for Town pins is \$2.50 each or \$1.75 each for quantities of twelve or more.

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- b. Any Killam team representing Killam in a provincial championship will be provided with 4 pins per active participant – additional pins can be purchased at cost (\$1.50 each).
- c. Town of Killam flags will be sold at \$100.00 plus GST.

IMPLEMENTATION

- 1. This policy shall be posted on the website.
- 2. Policy 1.10 is hereby repealed.

	Date	Resolution Number
APPROVED	Nov. 17, 2016	
AMENDED		
AMENDED		

 Bud James
 Mayor of the Town of Killam

 Kimberly Borgel
 CAO of the Town of Killam

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Title	Citations for Recognition	Policy number	A008
Policy Reference			

PURPOSE

To guide recognition for events or achievements of residents of the Town of Killam.

DEFINITIONS

“Citation” means official award or recognition by the Town.

“Clubs & Organizations” means Anniversaries in 25 year increments.

“Significant Individual Achievements” means special achievements or recognition from a provincial, national or international body.

POLICY

The Town will provide citations for the following purposes:

1. Birthdays – 75th birthdays and thereafter in 5-year increments.
2. Wedding Anniversaries – 50th and thereafter in 5 year increments.
3. Retirements – Town of Killam employees only.
4. Clubs & Organizations – Anniversaries – 25th, 50th and thereafter in 25 year increments.
Recognition will be given for special achievements or recognition from a provincial, national or international body.
5. Significant Individual Achievements – Within the scope of provincial, national or international recognition.
6. Other significant events may be recognized at the discretion of the Chief Administrative Officer or Council if deemed necessary.

IMPLEMENTATION

1. This policy shall be posted on the website.
2. Policy 1.11 is hereby repealed.

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	Date	Resolution Number
APPROVED	Nov. 17, 2016	
AMENDED		
AMENDED		

Bud James
Mayor of the Town of Killam

Kimberly Borgel
CAO of the Town of Killam

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Title	Charitable Donations and Solicitations	Policy number	A009
<i>Policy Reference</i> <i>Governance</i>			

PURPOSE

To guide the prudent and appropriate management of donation requests from individuals and groups who reside within the Town.

DEFINITIONS

“Donations” mean cash or in-kind contributions made to local community groups.

“In-kind Donation” means donations that do not involve a direct cash contribution but instead might include providing promotional items or Town services.

“Sponsorships” mean opportunities that will in most cases offer a promotional opportunity for the Town.

POLICY

1. The Town will implement and maintain a donations and sponsorship program with the purpose of demonstrating good corporate citizenship.
2. The Chief Administrative Officer will include, for Council consideration, a budget line in the annual town budget for donation requests approved by Council.
3. Donation requests will be evaluated against predetermined criteria and with due regard to the value of the donation request.
4. Preference will be given to groups and organizations that are based within the geographic boundaries of the Town or at the very least will provide a benefit to or service to the Town of Killam residents.
5. Preference is given to groups and organizations that are:
 - a. non-profit; and
 - b. can demonstrate community support involvement; and
 - c. can demonstrate how the funds or the in-kind donation from the Town is to be spent; and
 - d. can demonstrate the positive expected outcome of the event.

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6. The Town will make an annual donation of \$50 to the Strome & District Historical Society for the Sodbusters Archives Museum.
7. The Town will make an annual donation of \$25 to the Killam Public School for the Grade 8 Citizenship Award.

IMPLEMENTATION

1. Requests for donations should be short and submitted in written form and includes the following:
 - a. an outline of the project or event for which the donation is being requested and the expected outcome; and
 - b. the amount being requested together with a total budget or projected cost of the event; and
 - c. a list of all project contributors; and
 - d. a list of personnel involved with running the organization; and
 - e. applications should be submitted at least two weeks prior to the event; and
 - f. once the event or project is complete, organizations shall submit a written report to Council stating how the funds were used to ensure success of the event or project.
2. For the most part, individuals, organizations, projects or activities located outside the municipal boundary of Town are not eligible for support. Churches or other religious organizations, professional fund-raisers working on behalf of an organization, and generic requests that may have been sent to various organizations – the “to whom it may concern” letter are also ineligible.
3. This policy shall be posted on the website.
4. Policy 1.12 is hereby repealed.
5. Policy 5.5 is hereby repealed.

	Date	Resolution Number
APPROVED		
APPROVED		
AMENDED		

 Bud James
 Mayor of the Town of Killam

 Kimberly Borgel
 CAO of the Town of Killam

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Title	Charitable Donations and Solicitations	Policy number	A009
Policy Reference			

PURPOSE

To guide the prudent and appropriate management of donation requests from individuals and groups who reside within the Town of Killam.

DEFINITIONS

“Donations” mean cash or in-kind contributions made to local community groups.

“In-kind Donation” means donations that do not involve a direct cash contribution but instead might include providing promotional items or Town services.

“Sponsorships” mean opportunities that will in most cases offer a promotional opportunity for the Town.

POLICY

8. The Town will implement and maintain a donations and sponsorship program with the purpose of demonstrating good corporate citizenship.
9. The Chief Administrative Officer will include, for Council consideration, a budget line in the annual town budget for donation requests approved by Council.
10. Donation requests will be evaluated against predetermined criteria and with due regard to the value of the donation request.
11. Preference will be given to groups and organizations that are based within the geographic boundaries of the Town of Killam or at the very least will provide a benefit to or service to the Town of Killam residents.
12. Preference is given to groups and organizations that are:
 - a. non-profit;
 - b. can demonstrate community support involvement; and
 - c. can demonstrate how the funds or the in-kind donation from the Town is to be spent; and
 - d. can demonstrate the positive expected outcome of the event.

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13. The Town will make an annual donation of \$50 to the Strome & District Historical Society for the Sodbusters Archives Museum.

IMPLEMENTATION

6. Requests for donations should be short and submitted in written form and includes the following:
 - a. an outline of the project or event for which the donation is being requested and the expected outcome;
 - b. the amount being requested together with a total budget or projected cost of the event;
 - c. a list of all project contributors;
 - d. a list of personnel involved with running the organization;
 - e. applications should be submitted at least two weeks prior to the event; and
 - f. once the event or project is complete, organizations shall submit a written report to Council stating how the funds were used to ensure success of the event or project.
7. For the most part, individuals, organizations, projects or activities located outside the municipal boundary of Town are not eligible for support. Churches or other religious organizations, professional fund-raisers working on behalf of an organization, and generic requests that may have been sent to various organizations – the “to whom it may concern” letter are also ineligible.
8. This policy shall be posted on the website.
9. Policy 1.12 is hereby repealed.

	Date	Resolution Number
APPROVED	Nov. 17, 2016	
AMENDED		
AMENDED		

 Bud James
 Mayor of the Town of Killam

 Kimberly Borgel
 CAO of the Town of Killam

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Title	Social Media	Policy number	A010
Policy Reference		Code of Conduct A004 Communications and Media Relations A012	

PURPOSE

To establish guidelines for the effective, appropriate and responsible use of Social Media and Social Networking sites to enhance communications in accordance with best practices.

DEFINITIONS

“Chief Administrative Officer” means a person appointed to the position by Council referred to as CAO.

“Commenter” means a Town of Killam official or member of the public who submits a comment for posting in response to the content of a particular Town of Killam article or social media content.

“Comment” means a response to a Town of Killam article or social media content submitted by commenter.

“Council” means the current elected officials of the Town of Killam.

“Information Control Officer” means any person, designated by the Chief Administrative Officer, working for the Town of Killam who is responsible for social media relations by inserting content, reviewing and authorizing content submitted by the Town of Killam authors and public commentators to be posted to a Town of Killam social media site.

” Social Media means content created by individuals using accessible and scalable technologies through the Internet. Examples of social media include Facebook, Twitter, LinkedIn, MySpace, YouTube and any other new technologies as they arise.

“Town” means the Town of Killam, its employees, or its duly authorized representatives.

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POLICY

The Town administration will have the ability to publish articles, facilitate discussions and communicate information through various media opportunities- related to conducting Town business. Social Media facilitates further discussion of Town issues and services by providing members of the public the opportunity to participate in many ways using the internet.

IMPLEMENTATION

1. Policy Procedures

- a. The CAO Officer, Assistant CAO or any other authorized employee shall be the Information Control Officer of the sites. The posts are to be approved by the CAO.
- b. Council and Administration will post on these website items of general information and discussion items, in an attempt to solicit public input regarding possible Town projects.
- c. Authorized community groups may link off the Town of Killam's official website (town.killam.ab.ca), provided they gain approval from the CAO.
- d. Page users (or fan) comments will be deleted if they are offensive in nature towards any person, group or demographic. The Town maintains the right to delete any comment, link, photo, post or video of any kind they feel does not promote the values or image of the community. Users can be blocked from the site(s) as well if in the opinion of the moderators they are abusing the page.
- e. The purpose of the site is to inform and gain feedback about specific projects or problems at large. All Town posts, comments or replies must be done in a professional positive and upbeat manner. These posts should provide basic information to the resident's questions or direct the resident to council if it involves any matter within their stewardship. Municipal employees are not to become involved in discussion only to provide information. Criticism of how the Town is operating is acceptable, provided that the comments are not directed at any employee or representative.

2. Guidelines

- a. The Town of Killam website (town.killam.ab.ca) will remain the Town's primary website.
- b. Wherever possible, all Town social media sites shall comply with all appropriate Town policies and FOIPP (Freedom of Information Protection Act) regulations and other applicable legislation.
- c. The Town social media site articles and comments will be regularly moderated and reviewed by the Information Control Officer. The Town reserves the right to,

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without notice, edit, remove, or refuse content containing any of the following forms of content:

- i. Profane language or content;
 - ii. Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regards to public assistance, national origin, physical or mental disability or sexual orientation;
 - iii. Conduct or encouragement of illegal activity;
 - iv. Content that violates a legal ownership interest of any other party; or
 - v. Any other content that the Information Control Officer feels will not add to the normal flow of debate.
3. This policy shall be posted to the website.
 4. Policy 1.16 is hereby repealed.

	Date	Resolution Number
APPROVED	Dec 15, 2016	
AMENDED		
AMENDED		

 Bud James
 Mayor of the Town of Killam

 Kimberly Borgel
 CAO of the Town of Killam

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Title	Recommendation for Decision	Policy number	A011
Policy Reference		<i>This policy establishes the format for RFDs</i>	

PURPOSE

To ensure Council has all the required information on which to make sound and informed decisions and so that the Chief Administrative Officer (CAO) provides sufficient information and research to enable Council to understand implications.

DEFINITIONS

“Chief Administrative Officer” means a person appointed to the position by Council.

“RFD” means Request for decision.

POLICY

That the Administration is authorized to use the Appendices-Schedule A Request for Decision Template when requesting a decision from Council.

IMPLEMENTATION

1. That the administration will complete the RFD in sufficient detail to ensure appropriate information and research has been included as background for a decision requested before Council.
2. This policy shall be posted to the website.

Appendices

Schedule A - Request for Decision Template (RFD) Template

	Date	Resolution Number
APPROVED	December 15, 2016	
AMENDED		
AMENDED		

 Bud James
 Mayor of the Town of Killam

 Kimberly Borgel
 CAO of the Town of Killam

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Schedule A
REQUEST FOR DECISION (RFD) TEMPLATE

TITLE:

INITIATED BY:

DATE TO COUNCIL:

AGENDA ITEM:

TOPIC:

RECOMMENDATION:

BACKGROUND:

DISCUSSION:

FUNDING SOURCE:

ATTACHMENT(S):

PREPARED BY:

APPROVED BY:

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Title	Communications and Media Relations	Policy number	A012
Policy Reference		<p><i>This policy establishes the General Communications and Media Relations activities for the Town</i></p> <p><i>A004-Code of Conduct</i></p> <p><i>A010-Social Media</i></p>	

PURPOSE

To ensure communications internally and externally are positive, proactive, strategic, effectively managed, consistent and responsive to the diverse information needs of the Town’s stakeholders.

DEFINITIONS

“Communications” means internal and external communications.

“Stakeholders” means internal and external audiences and includes Town citizens.

“Media” means the main means of mass communication (especially television, radio, newspapers, and the Internet) regarded collectively.

“Town” means Town Administration and Council.

POLICY

1. General Communications
 - a. The Town will facilitate proactive, two-way communications with its stakeholders.
 - b. The Town will adhere to applicable federal, provincial and local laws, regulations and policies regarding communications activities.
 - c. The Town will follow appropriate written communication protocol by having elected official’s direct communications to other elected officials and administrations direct communications with government or business administrations.

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- d. The Town will engage in a variety of new and traditional methods of communications to accommodate the needs of a diversity of residents. To promote two-way communication, Town materials will provide residents with a phone number, email, mailing address, Internet address and social media channel as applicable for more information or input.
2. Media
- a. The Mayor is the official spokesperson for the Town.
 - b. The CAO provides the necessary background to the Mayor.
 - c. The CAO is authorized to provide the media with media notifications noted in schedule A.
 - d. That information provided to the media will be accurate and Media requests will be answered promptly.
 - e. Media Relations Monitoring
 - i. The CAO fosters relationship networks, continually monitor news sources and filters Town related issues.
 - ii. The CAO continually keeps assigned subject matter experts apprised of anticipated issues and/or opportunities.
 - iii. That key activities/events are regularly reported to the media and these key activities are highlighted in Schedule A.
 - f. Media Relations Analysis and Town Position
 - i. CAO and subject matter experts undertake research and analysis for key issues identified by the Council or the CAO.
 - ii. Key questions to be addressed include:
 - 1. Does the Town have a current position on this issue?
 - 2. Who are the Town's subject matter experts as it relates to this issue?
 - 3. Who else in the Town needs to know about this issue?
 - iii. The CAO develops the Town position (if any) in relation to the issue and reviews with Council.
 - g. Media Relations Strategy
 - i. For those issues where the Town develops a position, the CAO is responsible for developing a media relations strategy.
 - ii. The CAO is responsible for developing media relations materials such as Backgrounders, Advisories, Releases and Bulletins in support of the strategy.
 - iii. These strategies will be approved by Council.

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- h. Process
 - i. Sensitive material is only released at the discretion of the CAO after review with the Mayor.
 - ii. Media conferences or interviews will be arranged by the CAO for the Mayor.
 - iii. The CAO will report Media activity to Council.

IMPLEMENTATION

- 1. This policy shall be posted on the Town website

Appendices

Schedule A – Communications Activities

	Date	Resolution Number
APPROVED	December 15, 2016	
AMENDED		
AMENDED		

 Bud James
 Mayor of the Town of Killam

 Kimberly Borgel
 CAO of the Town of Killam

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Schedule A
COMMUNICATIONS ACTIVITIES

- Adopted minutes of the council and notice of council approvals
- Council Agendas packages
- Meeting schedules
- Notice of hearings
- Any notice required under Provincial legislation or Bylaws
- Documents (correspondence or presentations) tabled at or adopted by council at a public meeting
- Approved Budget
- Road closures/maintenance
- Recreational facility hours of operation/closures
- Changes in municipal services
- Key events
- Town news and programs
- Media Releases, Advisories and Bulletins
- Recognition and awards

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Title	Council Agenda	Policy number	A013
Policy Reference		<p><i>This policy establishes the format for Council Agendas</i></p> <p><i>A001 – Council Meetings</i></p> <p><i>MGA, other related provincial legislation</i></p>	

PURPOSE

To ensure Council has a clear, consistent and orderly agenda that helps guide thorough and effective meetings and that the Chief Administrative Officer (CAO) can ensure information for discussion and decisions are brought forward in a timely manner.

DEFINITIONS

“Agenda” means the document containing items to be discussed at Council or for which decisions are required.

“In Camera” means private discussions not open to the public pursuant to the provisions of the MGA and other applicable provincial legislation.

POLICY

That the Administration is authorized to use the appendix template for organizing Council meetings.

IMPLEMENTATION

3. That the administration will complete the Agenda in accordance with the template in Schedule A and communicate it to Council three business days prior to the Council meeting.
4. That the agenda is posted to the website for the public one business day in advance of Council meetings.
5. This policy shall be posted to the website.

Appendices

Schedule A – Council Agenda Template

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	Date	Resolution Number
APPROVED	Dec 15, 2016	
AMENDED		
AMENDED		

Bud James
Mayor of the Town of Killam

Kimberly Borgel
CAO of the Town of Killam

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_____ Initial

Schedule A
Council Agenda Template

DATE/TIME:

CALL TO ORDER:

ADOPTION OF AGENDA:

DELEGATION:

MINUTES:

UNFINISHED BUSINESS:

NEW BUSINESS:

CAO REPORT

CORRESPONDENCE:

COUNCIL COMMITTEE REPORTS:

COMMITTEE REPORTS:

1. Action Items
2. Director of Community Services Report
3. Finances (Reports Attached)
 - a) Town of Killam
 - b) Recreation Board
 - c) Boards
 - i) Killam Public Library
 - ii) Sedgewick Killam Natural Gas System

IN CAMERA – WITH CAO AND WITHOUT CAO:

ADJOURNMENT:

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Title	Electronic Equipment	Policy number	A014
Policy Reference		A004 Code of Conduct	

PURPOSE

To establish a clear understanding and criteria for the use and maintenance of Town issued laptops to Councillors.

DEFINITIONS

“Laptop” means the laptop computer issued to the Mayor and each Councillor by the Town.

“CAO” means Chief Administrative Officer.

“Administration Staff” means staff who work for the Town of Killam who are responsible for computer equipment hardware, software and network.

“Councillor” means the Mayor and Councillors of the Town of Killam.

POLICY

1. Each Councillor shall be assigned a laptop for the purpose of:
 - a. receiving and reviewing Town correspondence electronically (e.g. agendas, minutes, daily correspondence, e-mails); and
 - b. using when attending Council meetings, Committee meetings, appointed Board and Commission meetings, government related meetings and other meetings as required.
2. Lending Conditions:
 - a. It is each Councillor’s responsibility to take appropriate precautions to prevent damage, loss or theft of the laptop and of any of the private Town information contained therein.
 - b. Each Councillor is required to return the laptops to the Town office when asked by administration for the purpose of upgrades and/or maintenance.
 - c. Use of the laptop for personal purposes should be within public standards of good judgment and common sense and as required through the terms and conditions

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- of applicable software license agreements and must not be used for illegal activities.
- d. Should a Councillor not have internet, it will be the Councillor’s responsibility to ensure all necessary files are downloaded on their laptop.
 - e. Each Councillor must sign an Acknowledgement and Responsibilities Agreement in Appendices Schedule A, which shall form part of this policy.
3. Purchasing of Electronic Equipment:
- a. The style, design, specifications and cost of the laptop and applicable accessories shall be determined by the CAO.
 - b. Councillors may request electronic equipment other than the models selected by the CAO if the equipment meets or exceed the CAO's original specifications.
 - c. However, if the Councillor chooses different electronic equipment, the Councillor will reimburse the Town for any excess cost above the standard cost from those purchased in 3 (a).
4. Ownership of electronic equipment:
- a. All electronic equipment and accessories shall be the property of the Town.
 - b. All applications and software purchased and installed on electronic equipment shall be the property of the Town.
5. Software Installation & Maintenance:
- a. No other software other than software installed by the Administrative Staff shall be permitted.
 - b. The Administrative Staff shall be responsible for downloading software, maintenance and trouble shooting issues for electronic equipment assigned to each Councillor during their term of office.
6. Email Accounts
- a. Each Councillor will be provided a Town email address.
7. Council Termination:
- a. When a Councillor is no longer an elected official for the Town the Councillor will be given the option of returning the electronic equipment to the Town Office or purchasing the equipment at a cost established by the CAO.

IMPLEMENTATION

- 4. CAO has each Councillor sign Schedule A.
- 5. This policy shall be posted on the website.
- 6. Policy 1.17 is hereby repealed.

Appendices

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Schedule A – Acknowledgement and Responsibilities Agreement

	Date	Resolution Number
APPROVED	December 15, 2016	
AMENDED		
AMENDED		

 Bud James
 Mayor of the Town of Killam

 Kimberly Borgel
 CAO of the Town of Killam

Schedule A

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Acknowledgement and Responsibilities Agreement

I, _____ hereby acknowledge receipt of the Town of Killam's _____ (electronic device). I acknowledge that this Electronic Device has been issued to me to be utilized in the course of regular duties in connection with the Town of Killam.

I acknowledge that I have read and agree to the term and conditions outlined in Town of Killam Policy A014, Electronic Equipment and that I will not follow any policies or procedures that contradict, limit or vary the terms and conditions set out in Town of Killam Policy A014, Electronic Equipment. I confirm my agreement to the said terms and conditions by signing below.

I shall undertake to protect the electronic device and while it is in my possession. I understand that it is my responsibility to safeguard the electronic device and assume all and complete liability for its safe keeping and use.

I realize that the electronic device is for my use only. Should the electronic device be lost, stolen or compromised in any manner, I shall advise the town Administration immediately.

I acknowledge that no other software other than software installed by the Town of Killam shall be permitted.

I acknowledge that the electronic device does not provide me personally with any benefits or features and at all times, remains the property of the Town of Killam who has the right at any times, without notice, to revoke or withdraw all my rights and privileges in respect of the electronic device.

I acknowledge that the Town of Killam may amend, modify or discontinue any of the terms of this Agreement and/or any benefits, features or privileges available or offered with the electronic device.

If any provision of this Agreement is held to be unenforceable, invalid or void, all provisions will nevertheless continue in full force and effect.

Mayor or Councillor Signature

CAO, Kimberly Borgel

Initial

Initial

Title	Public Participation	Policy number	A015
Policy Reference			

PURPOSE AND APPLICATION

To establish a policy 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.

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 Town of Killam.
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 Tool is 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.

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POLICY

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.

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 review this Policy to ensure the Policy complies with all relevant legislation, municipal policies and the spirit and intent of Public Participation.
- iii. ensure appropriate resources are available to solicit Public Participation in accordance with this Policy;
- iv. promote and support Public Participation;
- v. request and review information from the CAO on the scope, timing, appropriate methods and resources required for Public Participation prior to directing the development of a Public Participation Plan.

2. Administration Responsibilities

b) 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;

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- 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. communicate to Council and the public, when appropriate, the effectiveness of a Public Participation Plan and the Public Participation Tools used;
- vii. develop the necessary procedures to implement this Policy;

PUBLIC PARTICIPATION OPPORTUNITIES

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

1. when new programs or services are being established;
2. when existing programs and services are being reviewed;
3. when identifying Council priorities;
4. when gathering input or formulating recommendations with respect to budget;
5. when gathering input or formulating recommendations with respect to the Municipality's strategic plans or business plans; or
6. as otherwise directed by Council.

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.

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- 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.

PUBLIC PARTICIPATION PLANS

1. 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:
 - a) the nature of the matter for which Public Participation is being sought;
 - b) the impact of the matter on Municipal Stakeholders;
 - c) the demographics of potential Municipal Stakeholders in respect of which Public Participation Tools to utilize, level of engagement and time for input;
 - d) the timing of the decision and time required to gather input;
 - e) what information is required, if any, to participate; and
 - f) available resources and reasonable costs.

2. Public Participation Plans will, at minimum, include the following:
 - a) a communication plan to inform the public about the Public Participation plan and opportunities to provide input;
 - b) identification of which Public Participation Tools will be utilized;
 - c) timelines for participation;
 - d) information about how input will be used;

 - e) the location of information required, if any, to inform the specific Public Participation.

 - f)

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REPORTING AND EVALUATION

1. Information obtained in Public Participation will be reviewed by CAO and a report shall be provided to Council. The report shall include, at minimum, the following:
 - a) an overview of the Public Participation Plan and how it was developed;
 - b) an assessment of the effectiveness of the plan based on the level of engagement and the quality of input;
 - c) a summary of the input obtained; and
 - d) may include recommendations for future Public Participation Plans.
2. Reports shall be provided to Council for review.

	Date	Resolution Number
APPROVED	March 15, 2018	
AMENDED		
AMENDED		

 Ben Kellert
 Mayor of the Town of Killam

 Kimberly Borgel
 CAO of the Town of Killam

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