

2021 Council Orientation Training Plan

Recommendation

That the 2021 Council Orientation Training Plan, as set out in Attachment 1 of the June 22, 2021, Office of the City Clerk report OCC00584, be approved.

Executive Summary

The *Municipal Government Act* (MGA) requires municipalities to offer orientation training to each Councillor, to be held within 90 days after the Councillor takes office. In addition, City Policy C530, Council Orientation and Training, requires that Administration present a Council orientation and training plan to City Council for its approval before every general municipal election. This report provides the Onboarding and Orientation training plan, with the understanding that for scheduling and logistical reasons changes to the plan may be required.

A draft Council Calendar is provided for information purposes only. City Council will approve the 2021 post-election calendar, as well as the 2022 calendar, at the October 26, 2021, Inaugural Organizational Meeting of Council.

Report

The Mayor-elect and Councillors-elect will be sworn in on October 26, 2021. During the period from the Election on October 18, 2021, until October 29, 2021, the Office of the City Clerk will lead the transition of outgoing Councillors and onboarding of the Mayor-elect and Councillors-elect, as well as complete the post-election activities required. This period is referred to as Council Onboarding in the training plan. Council-elect can use this time for gaining a procedural understanding of working at City Hall, setting up their offices, and understanding how to vote and participate in meetings. This time is also used for discussions regarding appointments to Agencies, Boards and Commissions, Standing Committee rotation, and Deputy and Acting Mayor schedules.

From November 1, 2021, to November 5, 2021, there will be daily Council meetings for the purpose of Council Orientation. Topics that fit into three major streams will be covered with the City Manager and Executive Leadership Team:

- 1) Managing the Corporation
- 2) Serving Edmontonians; and
- 3) Planning for the Future (City Plan).

Overviews of key pieces of work will be provided.

From November 8, 2021, to November 10, 2021, Orientation continues, with Community and Public Services Committee, Urban Planning and Executive Committee meetings in the morning, followed by Governance Excellence sessions at Council meetings in the afternoon. Governance Excellence sessions will cover topics such as delegation of authority and broad principles of municipal governance, and will focus on the governance pillars of:

- Oversight: this is the work governors do to ensure that the corporation is being well run. This connects closely to the work of Managing the Corporation.
- Insight: this is the on-the-ground perspective that Councillors bring from their wards and from their spheres of influence. Insight is the capacity to gain an accurate and deep understanding of something happening now. Insight answers the question: What matters now and why? This connects closely to the work of Serving Edmontonians.
- Foresight: this is the ability to accurately predict and assess outcomes of proposed decisions and actions. What will happen or what will be needed in the future? What matters next? This connects closely to the work of Planning for the Future.
- Hindsight: this is the important work of reflection, assessment and evaluation of lessons learned. This is closely connected to accountability for performance outcomes and measurement.

The Onboarding and Orientation training plan aligns with the mandatory training requirements set out in the MGA, City Policy C530, Council Orientation and Training, and Bylaw 18483, Council Code of Conduct.

In accordance with the MGA, the municipality must offer orientation training to each Councillor, to be held within 90 days after the Councillor takes the oath of office. The following topics must be addressed in orientation training:

- role of municipalities in Alberta
- municipal organization and functions
- key municipal plans, policies and projects
- roles and responsibilities of council and councillors
- the municipality's code of conduct
- roles and responsibilities of the chief administrative officer and staff
- budgeting and financial administration
- public participation

As provided for in City Policy C530, Council Orientation and Training, Council's orientation must ensure that Members of Council have an overview of:

- their roles, responsibilities, and duties under the MGA

- working relationships with Administration and the City's governance structure
- City bylaws, policies, strategic plans, status of City business and current issues facing the City
- a framework to begin strategic planning in order to set direction, priorities, and corporate objectives for the term.

In addition, Part J, Orientation and Training, of the *Council Code of Conduct* states:

1. Councillors will attend all training required by the *Municipal Government Act* to be provided to Councillors, as well as any additional training directed by Council.

It is anticipated that the Onboarding and Orientation materials will be provided to the Mayor-elect and Councillors-elect on October 19, 2021.

Attachments

1. 2021 Council Onboarding/Orientation Training Plan
2. Additional Topics To Be Covered
3. Council and Committee November/December 2021 Calendar

Others Reviewing this Report

- C. Owen, Deputy City Manager, Communications and Engagement
- K. Armstrong, Deputy City Manager, Employee Services
- M. Persson, Deputy City Manager and Chief Financial Officer, Financial and Corporate Services
- A. Laughlin, Deputy City Manager, Integrated Infrastructure Services
- G. Cebryk, Deputy City Manager, City Operations
- R. Smyth, Deputy City Manager, Citizen Services
- S. McCabe, Deputy City Manager, Urban Planning and Economy
- K. Fallis-Howell, Acting City Solicitor