

Office of the City Manager

2021 Council Orientation Training Plan (Item 6.2)

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Legislative Requirements (MGA)

- Role of municipalities
- Municipal organization and functions
- Key municipal plans, policies and projects
- Roles and responsibilities of council and councillors
- Municipality's code of conduct
- Roles and responsibilities of the chief administrative officer and staff
- Budgeting and financial administration
- Public participation

Policy and Bylaw Requirements

City Policy C530 Council Orientation and Training

- 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.

Bylaw 18483, Council Code of Conduct Part J: 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.

Council Orientation Training Plan - Phase One

October 19 - October 29, Council Onboarding

Mayor-elect and Councillors-elect sworn in **October 26, 2021**

November 1 - November 5, Council Orientation @Council meetings

November 8-10, Committee meetings and Governance

Material for the Council-Elect

Attachment 2 outlines additional topics to be covered as part of Phase 2 or 3

All Onboarding and Orientation materials will be developed over the coming months, and provided to Mayor-elect and Councilors-elect on October 19, 2021

Transition discussions will continue into Q1, 2022

Thank You