

2017 City Council Orientation and Training Plan

| Date | Time | Activity |
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| Monday October 16 – Friday October 20, 2017 | | |
| Mon. Oct. 16 | | Municipal General Election |
| Tues. Oct. 17 | | No sessions scheduled |
| Wed. Oct. 18 | 8:30 - 11 a.m. | Information Technology Systems Demo and Photos Display and demonstration of computer and communication equipment available to Councillors Photographer available to take photos for security and meeting management system |
| | 11 a.m. - 1:30 p.m. | Lunch - All Councillors-Elect Meet-and-greet for Mayor-Elect and Councillors-Elect Lunch provided |
| | 1:30 - 3 p.m. | Logistics and ABC review - All Councillors-Elect Council Logistics (Deputy Mayor roster, committee membership, seating in Chamber, office locations) Review of Civic Agencies, Boards and Commissions to which Councillors are appointed (logistics) Review of October 24, 2017, Inaugural Council Agenda |
| | 3 - 4:30 p.m. | Office Info - New Councillors-Elect Administrative support and financial management |
| Thurs. Oct. 19 | | No Activity |
| Fri. Oct. 20 | 12 noon | Official Results- No Council Activity Required |
| Monday October 23 – Friday October 27, 2017 | | |
| Mon. Oct. 23 | 10:30 - 12 noon | Rehearsal - All Councillors-Elect Walk through swearing-in ceremony |

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| | 12 noon - 1:30 p.m. | Lunch - All Councillors-Elect Lunch provided |
| | 1:30 - 3:30 p.m. | City Clerk Overview - New Councillors-Elect Office of the City Clerk services and key contacts: Freedom of Information and Protection of Privacy, Information Services, Records Management, Meeting Procedures, Tribunals, and Civic Agencies, Boards and Committees |
| | 3:30 - 4:30 p.m. | Services Overview - New Councillors-Elect Overview of services provided to Councillors (Law and Security) |
| Tues. Oct. 24 | 9:30 - 11:30 a.m. | Photo Shoot - All Councillors-Elect Individual photographs commencing with Mayor-Elect and then Councillors-Elect (by ward) Official Council photograph Councillor and partner photographs |
| | 11:30 a.m. - 1:30 p.m. | Inaugural Day Luncheon - All Councillors-Elect and guests City Manager, Executive Leadership Team, City Auditor, City Clerk, and Master of Ceremonies Lunch provided |
| | 1:30 - 2 p.m. | Swearing-in Ceremony - All Councillors-Elect |
| | 2 - 3 p.m. | Inaugural City Council Meeting - All Councillors |
| | 3 - 4 p.m. | Post-Inaugural City Council Meeting Reception - All Councillors |
| Wed. Oct. 25 | 9:30 - 10:00 a.m. | Community & Public Services Committee Meeting - Committee members Select Chair and Vice-Chair |
| | 9:30 - 10:00 a.m. | Executive Committee Meeting - Committee members Select Vice-Chair |
| | 9:30 - 10:00 a.m. | Urban Planning Committee Meeting - Committee members Select Chair and Vice-Chair |
| | 10:00 a.m. - 4 p.m. | Council Meeting with Executive Leadership Team including working lunch. Lunch provided |
| Thurs. Oct. 26 | 9:30 - 10:30 a.m. | Introduction to New Meeting Room Technology |

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| | 10:30 a.m. - 4:30 p.m. | Land Use Policy and Statutory Public Hearing Overview Mandatory for New Councillors (returning Councillors are strongly encouraged to attend) |
| Fri. Oct. 27 | 9:00 a.m. - 4:00 p.m. | Optional Tours |
| Monday October 30 – Friday November 3, 2017 | | |
| Mon. Oct. 30 | 9:30 a.m. - 12 noon | Governance 101 - All Councillors Governance session with Eli Mina, registered parliamentarian |
| | 12 noon - 1:30 p.m. | Councillors Lunch - All Councillors Lunch provided |
| | 2:00 - 3:30 p.m. | Community Standards and Licence Appeal Committee Orientation - Committee Members and New Councillors |
| | 3:30 - 5:00 p.m. | Audit Committee Orientation - Committee Members and New Councillors |
| Tues. Oct. 31 | 8:45 - 9:15 a.m. | Agenda Review Committee Meeting - Chairs of Executive Committee, Community and Public Services Committee, Urban Planning Committee |
| | 9:30 a.m. - 12 noon | Municipal Finance 101 |
| | 1:30 - 5:30 p.m. | Utility Committee Budget - Utility Committee Members and New Councillors Utility budget presentation, discussion and recommendations to Council |
| Wed. Nov. 1 | 9:30 a.m. - 5:30 p.m. | City Council Meeting - All Councillors <ul style="list-style-type: none"> ● Economic Outlook ● Social Outlook ● Regional Perspective |
| Thurs. Nov. 2 | 9:30 a.m. - 5:30 p.m. | Corporate Organization Gender-Based Analysis Plus Training Indigenous Awareness Training |

New members of Council will undergo a one-on-one media training session within the first two weeks of being elected. Sessions will be two hours in length and scheduled after the election.

Note: All Council and Committee meetings after the election are subject to approval by Council at the Inaugural Meeting on October 24, 2017.

Dates and times of training and orientation sessions may change subject to the availability of guest speakers.