

# Revised 2010 Council Orientation Plan

## Recommendation:

That the 2010 City Council Orientation and Training Plan, as outlined in Attachment 1 of the July 21, 2010, Corporate Services Department report 2010COC109, be approved.

## Report Summary

**This report provides a revised orientation and training plan for members of City Council and their offices following the 2010 General Municipal Election.**

## Previous Council/Committee Action

At the July 7, 2010, City Council meeting, the following motion was passed:

That the July 7, 2010, Corporate Services Department report 2010COC058rev be referred back to Administration to return to the July 21, 2010, City Council meeting, with the following changes:

- a. That November 1 to 5, 2010, be made available to Councillors to establish their offices.
- b. That the November 25, 2010, City Council meeting, be rescheduled.
- c. That City Council meetings scheduled on December 14 and 15, 2010, be rescheduled to December 9 and 10, 2010.

## Report

### Direction from Council

At the July 7, 2010, Council meeting, the discussion highlighted the need to ensure new Councillors have an

opportunity to learn about the City and what services are available to Councillors, e.g. City Clerk, Communications. These sessions do not need to include returning Councillors and have been designed as such.

There is also recognition that Councillors require time following the election to establish their offices.

### 2010 Council Orientation

- The 2010 Orientation and Training Plan provides new Councillors with opportunities to learn about Council's governance structure, City bylaws, policies, strategic plans and priorities after the election.
- In addition, new Councillors will have opportunities to learn about the business and issues affecting the City.
- Attachment 1 outlines the proposed Council Orientation and Training Plan, and Attachment 2 proposes the meeting schedule for the remainder of 2010.

### Executive Assistant Training

- There will be separate training sessions scheduled for Councillors' Executive Assistants. This training will focus on issues that relate most directly to individual offices and will enable them to find information within the Administration.
- The training for the Councillors' Executive Assistants will be held in late November, early December and January. Actual dates will depend on the hiring dates of the individuals. Attachment 3 summarizes the training that will be offered to Councillors' Executive Assistants.
- Each new office will also have direct support from the Office of the City

Clerk in addition to the scheduled training sessions.

### **Justification of Recommendation**

Policy C530 Council Orientation and Training requires Administration to present a Council orientation and training plan to Council for its approval before every general municipal election.

### **Attachments**

1. Revised 2010 City Council Orientation and Training Schedule
2. Revised October-December 2010 Council Calendar
3. Summary of 2010 Councillors' Executive Assistant Training

## City Council Orientation and Training Plan

Date	Time	Activity	Location Lead
Mon. Oct. 18	Municipal General Election		
Tues. Oct. 19	<b>No meetings</b>		
Wed. Oct. 20	<b>No meetings</b>		
Thurs. Oct. 21	10:00–11:00 a.m.	<b><u>New Councillors</u></b> Photographer available to take photos for Security Card and Meeting Management System (MMSX)	Councillors' Boardroom  <i>Communications, Office of the City Clerk</i>
	11:00 a.m.– 1:00 p.m.	<b><u>All Councillors</u></b> City Manager, Introduction of Corporate Structure, and General Managers' Overview *Lunch to be provided*	Councillors' Boardroom  <i>Corporate Leadership Team</i>
	1:00–3:00 p.m.	<b><u>All Councillors</u></b> Seating Arrangements in Council Chamber  Review of Council Services Committee  Review of Boards and Commissions to which Councillors are appointed  Review of October 26, 2010, Inaugural Council Agenda	Councillors' Boardroom  <i>Office of the City Clerk</i>
	3:00–4:30 p.m.	<b><u>New Councillors</u></b> Office of the Councillors – Operations and Procedures	Councillors' Boardroom  <i>Office of the City Clerk, Council Services</i>
Fri. Oct. 22	9:30 a.m.	Official Results	Posted  <i>Office of the City Clerk</i>
	10:30 a.m.– 12:00 noon	<b><u>New Councillors</u></b> Display and demonstration of computer and communication equipment available to Councillors	Councillors' Boardroom (New Councillors)  <i>Corporate Services, IT, Office of the City Clerk</i>

Date	Time	Activity	Location Lead
<b>October 25 – 29</b>			
Mon. Oct. 25	9:30–10:30 a.m.	<b><u>New Councillors</u></b> Overview of Services provided to Councillors (Law, Communications, Security)	Councillors' Boardroom  <i>Corporate Services, Office of the City Clerk</i>
	10:30–11:15 a.m.	<b><u>All Councillors</u></b> Walk through City Hall  Chairs in Council Chamber  Walk Through Swearing-in Ceremony	Councillors' Boardroom, City Room  <i>Office of the City Clerk</i>
	12:00 Noon	<b><u>All Councillors</u></b> Lunch Provided	Councillors' Boardroom  <i>Office of the City Clerk</i>
	1:30–3:30 p.m.	<b><u>New Councillors</u></b> OCC Services to Councillors: Key Contacts, FOIP, Information Services, Records Management, Procedure and Committee Bylaw, Key Boards and Civic Agencies	Councillors' Boardroom  <i>Office of the City Clerk</i>
Tues. Oct. 26	11:00 a.m.	<b><u>All Councillors</u></b> Official Council Photograph	City Room  <i>Communications</i>
	11:30 a.m.	<b><u>All Councillors</u></b> City Manager, CLT, City Auditor, City Clerk and Master of Ceremonies and guests – Council Lunch	Off-site: Hotel MacDonald  <i>Office of the City Clerk</i>
	1:30 p.m.	<b><u>All Councillors</u></b> Swearing-in Ceremony	City Room  <i>Office of the City Clerk, Deputy City Manager's Office (Communications)</i>
	2:00 p.m.	<b>Inaugural Council Meeting</b>	Council Chamber
Wed. Oct. 27	<b>No meetings</b>		
Thurs. Oct. 28	9:30 a.m.– 12:00 noon	<b>City Council Meeting</b> <ul style="list-style-type: none"> <li>• No regular business</li> <li>• City Manager overview of status of vision, corporate plans and priorities</li> </ul>	Heritage Room  <i>City Manager's Office, Office of the City Clerk, Deputy City Manager's Office</i>
	12:00 noon	Lunch Break	

Date	Time	Activity	Location Lead
	1:30–5:30 p.m.	<b>Executive Committee</b> – Agency Chair Interviews	Heritage Room  <i>Office of the City Clerk</i>
Fri. Oct. 29	9:30 a.m.– 12:00 noon	<b><u>New Councillors</u></b> Office of the City Clerk Training (Community Standards and License Appeal Committee, Audit Committee)	Councillors' Boardroom  <i>Office of the City Clerk, Office of the City Auditor</i>
	1:30 – 5:30 p.m.	<b>Community Services Committee</b> – Agency Chair Interviews	TBA
	1:30–5:30 p.m.	<b>Transportation and Public Works Committee</b> – Agency Chair Interviews	TBA
<b>November 1–5</b>			
<b>November 1–5 is dedicated for Councillors to establish their offices. On Tuesday November 2, 2010 there will an optional governance session with a registered parliamentarian (Eli Mina)</b>			
<b>November 8–12</b>			
Mon. Nov. 8	8:30–9:00 a.m.	<b>Agenda Review Committee</b>	Mayor's Boardroom
	9:30 a.m.– 12:00 noon	<b><u>New Councillors</u></b> Overview of Land Use public hearings	Council Chamber
	1:30–9:30 p.m.	<b>Council Public Hearing</b>	Council Chamber
Tues. Nov. 9	9:30 a.m.– 9:30 p.m.	<b>City Council Meeting</b> – Regular Meeting, including Budget Release and Civic Agency shortlisting	Council Chamber
Wed. Nov. 10	9:30 a.m.– 12:00 noon	<b>Audit Committee</b>	River Valley Room
	1:30–5:30 p.m.	<b>Community Standards and Licence Appeal Committee</b>	Councillors' Boardroom
Thurs. Nov. 11	<b>Remembrance Day</b>		
Fri. Nov. 12	<b>No meetings</b>		
<b>November 15–19</b>			
Mon. Nov. 15	9:30 a.m.– 5:30 p.m.	<b>Community Services Committee</b> – Including 3 hours for Applicant Interviews	River Valley Room
Tues. Nov. 16	9:30 a.m.– 5:30 p.m.	<b>Transportation and Public Works Committee</b> – Including 1/2 hour for Applicant Interviews	River Valley Room
Wed. Nov. 17	9:30 a.m.– 5:30 p.m.	<b>Executive Committee</b> – Including 3 hours for Applicant Interviews	River Valley Room

Date	Time	Activity	Location Lead
Nov. 17–20	<b>Federation of Canadian Municipalities Board of Directors meeting in Ottawa</b>		
<b>November 22–26</b>			
Mon. Nov. 22	9:30 a.m.– 12:00 noon	<b>City Council Meeting</b> – Agency Interviews	Councillors Boardroom
	1:30–9:30 p.m.	<b>City Council Meeting</b> – Budget Non-Statutory Public Hearing	Council Chamber
Nov. 23–25	<b>Alberta Urban Municipalities Association Convention and Board meeting in Edmonton</b>		
Fri. Nov. 26	9:30 a.m.– 5:30 p.m.	<b>City Council Meeting</b>	Council Chamber
<b>November 29–December 3</b>			
Mon. Nov. 29	9:30 a.m.– 5:30 p.m.	<b>City Council Meeting</b> – Budget	Council Chamber
Tues. Nov. 30	9:30 a.m.– 5:30 p.m.	<b>City Council Meeting</b> – Budget	Council Chamber
Wed. Dec. 1	9:30 a.m.– 5:30 p.m.	<b>City Council Meeting</b> – Budget	Council Chamber
Thurs. Dec. 2	9:30 a.m.– 5:30 p.m.	<b>Community Standards and Licence Appeal Committee</b>	TBD
Fri. Dec. 3	9:30 a.m.– 5:30 p.m.	<b>City Council Meeting</b> – Budget	Council Chamber
<b>December 6–10</b>			
Mon. Dec. 6	9:30 a.m.– 5:30 p.m.	<b>City Council Meeting</b> – Budget	Council Chamber
Tues. Dec. 7	9:30 a.m.– 5:30 p.m.	<b>City Council Meeting</b> – Budget	Council Chamber
Wed. Dec. 8	<b>No meetings</b>		
Thurs. Dec. 9	9:30 a.m.– 5:30 p.m.	<b>City Council Meeting</b> – Public Hearing	Council Chamber
Fri. Dec. 10	9:30 a.m.– 5:30 p.m.	<b>City Council Meeting</b> – Regular	Council Chamber
<b>December 13–17</b>			
Mon. Dec. 13	8:30–9:00 a.m.	<b>Agenda Review Committee</b>	Council Chamber
	1:30–9:30 p.m.	<b>City Council Public Hearing</b>	Council Chamber
Tues. Dec. 14	9:30 a.m.– 5:30 p.m.	<b>City Council Meeting</b> – Budget if required	Council Chamber
Wed. Dec. 15	9:30 a.m.– 9:30 p.m.	<b>City Council Meeting</b> – Budget if required	Council Chamber
<b>December 20–January 7 Winter Recess</b>			