

# 2010 Council Orientation Plan

## Recommendation:

That the 2010 City Council Orientation and Training Plan, as outlined in Attachment 1 of the July 7, 2010, Corporate Services Department report 2010COC058 be approved.

## Report Summary

This report outlines an orientation and training plan for members of City Council and their offices following the 2010 General Municipal Election.

## Previous Council/Committee Action

At the March 14, 2007, Special City Council meeting, the following motion was passed:

### Recommendation 1:

That the Office of the City Clerk include facilitated Strategic Planning sessions as part of the Council's First Year Meeting Schedule.

## Report

- 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.

## 2010 Council Orientation and Training

- The 2010 Orientation and Training Plan provides opportunities for Council to discuss its governance, City bylaws, policies, strategic plans and priorities after the election. During the orientation and training, Council will have sessions dedicated

to developing priorities and goals that will move Council's vision, The Way Ahead, forward in a strategic manner over the course of Council's 3 year term.

- In addition, new Councillors will have additional 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.

## Strategic Planning and Priority and Context Setting

- As part of the first three weeks of Council Orientation the City Manager has dedicated four days for Council and the Corporate Leadership Team to discuss key priorities, strategic planning and context setting.
- This report does not address these issues as it is focused on the procedural Council and Executive Assistant orientation plan as per policy C530.
- During the summer months Corporate Leadership Team will develop a framework for these discussions with Council, while recognizing that after the Election, the framework may need to be revised.

## Executive Assistant (EA) Training

- In addition to Councillors' sessions, 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**

As per City Policy C530 Council Orientation and Training, City Council must approve its Orientation and Training Plan.

### **Attachments**

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

## City Council Orientation and Training Plan

Date	Time	Activity	Location	Lead
<b>October 18-22, 2010</b>				
Mon. Oct. 18		Municipal General Election		
Tues Oct. 19		No Meetings		
Wed Oct. 20		No Meetings		
Thurs. Oct 21	10-11 a.m.	Photographer available to take photos for Security Card and Meeting Management System (MMSX)	Councillors' Boardroom  (New Councillors)	Communications  Office of the City Clerk
	11 a.m. -1 p.m.	City Manager, Introduction of Corporate Structure, and General Managers' Overview  *Lunch to be provided*	Councillors' Boardroom  (All Councillors)	City Manager's Office  Corporate Leadership Team  Office of the City Auditor
	1-3:00 p.m.	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  (All Councillors)	Office of the City Clerk
	3:00 – 4:30p.m.	Office of the Councillors – Operations and Procedures	Councillors' Boardroom  (New Councillors)	Office of the City Clerk, Council Services
Fri. Oct	9:30 a.m.	Official Results	Posted	Office of the City

22				Clerk
	10:30 am – noon	Display and demonstration of computer and communication equipment available to Councillors	Councillors' Boardroom  (New Councillors)	Corporate Services, IT  Office of the City Clerk
<b>October 25-29, 2010</b>				
Mon Oct 25	9:30-10:30	Overview of Services provided to Councillors (Law, Communications, Security)	Councillors' Boardroom  (New Councillors)	Corporate Services Office of the City Clerk
	10:30-11:15	Walk through City Hall  Chairs in Council Chambers  Walk Through Swearing-in Ceremony	Councillors' Boardroom  City Room  (All Councillors)	Office of the City Clerk
	Noon	Lunch Provided	Councillors' Boardroom	Office of the City Clerk
	1:30-3:30	OCC Services to Councillors: Key Contacts, FOIP, Information Services, Records Management, Procedure and Committee Bylaw, Key Boards and Civic Agencies	Councillors' Boardroom  (New Councillors)	Office of the City Clerk
Tues Oct 26	11 am	Official Council Photograph	City Room  (All Councillors)	Communications
	11:30 am	City Manager, CLT, City Auditor, City Clerk and Master of Ceremonies and guests – Council Lunch	Off-site  Hotel MacDonald (All Councillors)	Office of the City Clerk
	1:30 pm	Swearing-in Ceremony	City Room  (All Councillors)	Office of the City Clerk, DCMO (Communications)

	2 pm/ Following Swearing- in Ceremony	<b>Inaugural Council Meeting</b>	Council Chamber	
Thurs Oct 28	9:30	<b>City Council Meeting – Strategic Planning Session</b>	Heritage Room	City Manager Office, Office of the City Clerk, Deputy City Manager's Office
	Noon	Lunch Break		
	1:30-5:30	<b>City Council Meeting continued</b>	Heritage Room	City Manager's Office, Office of the City Clerk, Deputy City Manager's Office
Fri Oct 29	9:30-noon	Office of the City Clerk Training (Community Standards and License Appeal Committee, Audit Committee, )	Councillors' Boardroom  (All Councillors)	Office of the City Clerk  Office of the City Auditor
	1:30-5:30	<b>Transportation and Public Works Committee – Agency Chair Interviews</b>	TBA	
	1:30-5:30	<b>Executive Committee – Agency Chair Interviews</b>	TBA	
<b>November 1-5, 2010</b>				
Mon Nov 1	9:30-noon	<b>City Council Meeting – Intergovernmental Affairs and Regional Issues</b>	Heritage Room	Office of the City Manager, Office of the City Clerk and Deputy City Manager's Office
	1:30-5:30	<b>City Council Meeting continued – Agency Short-listing and Strategic Planning</b>	Heritage Room	
Tues Nov 2	9:30-noon	Governance Training – Session with Eli Mina (Registered Parliamentarian)	Councillors' Boardroom  (All Councillors)	Office of the City Clerk
	Noon	Lunch Break		
	1:30-5:30	Land Use/Public Hearing Training	Councillors' Boardroom	Office of the City Clerk

			(All Councillors)	Planning and Development Law
Wed Nov 3	9:30-noon	<b>City Council Meeting – Strategic Planning</b>	Heritage Room	Office of the City Clerk, Deputy City Manager's Office
	Noon	Lunch Break		
	1:30-5:30	<b>City Council Meeting continued</b>	Heritage Room	Office of the City Clerk, Deputy City Manager's Office
Thurs Nov 4	9:30-12:00	<b>Community Services Committee – Agency Chair Interviews</b>	TBA	
	1:30-9:30	<b>City Council Statutory Public Hearing</b>	Council Chamber	
Fri Nov 5	9:30-5:30	<b>Community Standards and License Appeal Committee</b>	Council Chamber	
<b>November 8-12, 2010</b>				
Mon Nov 8	8:30-9:00	<b>Agenda Review Committee</b>	Mayor's Boardroom	
	9:30-5:30	<b>City Council Meeting – Strategic Planning</b>	Council Chambers	
Tues Nov 9	9:30-9:30	<b>City Council Meeting – Regular Meeting, including Budget Release</b>	Council Chamber	
Wed Nov 10	9:30-noon	<b>Audit Committee</b>	RVR	
	1:30-5:30	<b>Council Services Committee</b>	Councillors' Boardroom	
<b>November 15-19, 2010 – Note: FCM Board Meeting (Ottawa) Nov 17-20</b>				
Mon Nov 15	9:30-5:30	<b>Community Services Committee – Including 3 hours for Applicant Interviews</b>	RVR	
Tues Nov 16	9:30-5:30	<b>Transportation and Public Works Committee – Including 1/2 hour for Applicant Interviews</b>	RVR	
Wed Nov 17	9:30-5:30	<b>Executive Committee – Including 3 hours for</b>	RVR	

		Applicant Interviews		
Thurs Nov 18	9:30-5:30	<b>City Council Meeting – Applicant Interviews</b>	Councillors' Boardroom	
<b>*November 22-26, 2010 – Note: AUMA (Edmonton) Nov 22-25</b>				
Mon Nov 22	9:30-5:30	<b>City Council Meeting</b>	Council Chambers	
Tues Nov 23	9:30-9:30	<b>City Council Meeting – Budget Non-Statutory Public Hearing</b>	Council Chambers	
<b>November 29-December 3, 2010</b>				
Mon Nov 29	9:30-5:30	<b>City Council Meeting – Budget</b>	Council Chamber	
Tues Nov 30	9:30-5:30	<b>City Council Meeting – Budget</b>	Council Chamber	
Wed Dec 1	9:30-5:30	<b>City Council Meeting – Budget</b>	Council Chamber	
Fri Dec 3	9:30-5:30	<b>City Council Meeting – Budget</b>	Council Chamber	
<b>December 6-10, 2010</b>				
Mon Dec 6	9:30-5:30	<b>City Council Meeting – Budget</b>	Council Chamber	
Tues Dec 7	9:30-5:30	<b>City Council Meeting – Budget</b>	Council Chamber	
Wed Dec 8	9:30-5:30	<b>City Council Meeting – Budget</b>	Council Chamber	
Thurs Dec 9	9:30-5:30	<b>City Council Meeting – Budget (If required)</b>	Council Chamber	
Fri Dec 10	9:30-5:30	<b>City Council Meeting – Budget (If required)</b>	Council Chamber	
<b>December 13-17, 2010</b>				
Mon Dec 13	9:30-noon	<b>City Council Meeting – Intergovernmental</b>	Council Chamber	
	1:30-9:30	<b>City Council Public Hearing</b>	Council Chamber	
Tues Dec 14	9:30-5:30	<b>City Council Meeting</b>	Council Chamber	
Wed Dec 15	9:30-9:30	<b>City Council Meeting</b>	Council Chamber	

**\*Note: Sunday November 28, 2010, CFL Grey Cup – Commonwealth Stadium**