

## 2017 COUNCIL ORIENTATION PROGRAM

---

### EXECUTIVE SUMMARY

This report seeks City Council's approval of the proposed agenda for the 2017 Council Orientation Program, as required by Policy CC034 Council Orientation Policy; and requesting approval to add two additional Strategic Council Meetings to the 2017 Council Calendar, for Council to begin its strategic planning to set direction, priorities and corporate objectives for the next four years.

### ADMINISTRATION RECOMMENDATION(S)

That Council:

1. Approve the 2017 Council Orientation Agenda as set out on the Attachment to this report;
2. Adopt and add to Council's 2017 calendar, Strategic Council Meetings to be held on 2017 November 16 and 2017 December 04.

### PREVIOUS COUNCIL DIRECTION / POLICY

In 2013, Council amended Policy CC034 Council Orientation Policy to provide for an orientation for all Members of Council after every general election. In order to facilitate that and prior to a general election, City Council must approve the proposed 2017 Council Orientation Agenda (Attachment). A new legislative requirement within the *Municipal Government Act* ("MGA") requires a council orientation be provided to all members of Council.

### BACKGROUND

The orientation is provided to assist members of Council in their governance roles and provide them with information that will be used while in office. The MGA provides that topics to be addressed in the orientation training must include:

201.1 (1) A municipality must, in accordance with the regulations, offer orientation training to each councillor, to be held within 90 days after the councillor takes the oath of office.

(2) The following topics must be addressed in orientation training required under subsection (1):

- (a) role of municipalities in Alberta;
- (b) municipal organization and functions;
- (c) key municipal plans, policies and projects;
- (d) roles and responsibilities of council and councillors;
- (e) the municipality's code of conduct;
- (f) roles and responsibility of the chief administrative officer and staff;
- (g) budgeting and financial administration;
- (h) public participation;
- (i) any other topic prescribed by the regulations.

The province has not prescribed any regulations to date.

The Council Policy on orientation states that topics that will be included in the orientation include presentations that explain:

- Council's roles, responsibilities, and duties under the MGA;

## **2017 COUNCIL ORIENTATION PROGRAM**

---

- Council's roles, responsibilities, and duties under The City of Calgary Procedure Bylaw;
- Council's working relationships with Administration and The City's governance structure;
- City bylaws, Council policies, strategic plans, status of City business and current issues facing the City; and
- A framework to begin strategic planning in order to set direction, priorities, and corporate objectives for the term.

### **INVESTIGATION: ALTERNATIVES AND ANALYSIS**

A draft agenda has been prepared to meet the requirements set out in the MGA and Policy that strives to ensure Members are prepared for their roles in a methodical way while balancing their need to provide adequate time for transition of Members and staff into their offices and Council and Committee roles. Procedurally, each week is focused on preparing the Members toward a weekly milestone of Organizational Meeting (Part 1, Swearing In), Organizational Meeting (Part 2, Boards, Commissions, and Committees Appointments), Public Hearing, Regular Council Meeting, 2018 Budget and Business Planning and Strategic Planning.

Initiatives for 2017 include: Mock Council and Public Hearing meetings, presentations from The City Auditor, Integrity Commissioner, and Ethics Advisor on their oversight role. An External Consultant will facilitate a session to help Members understand their roles as policy and strategic direction decision makers and articulate Administration's role.

Intergovernmental and Corporate Strategy has requested to add two additional Strategic Meetings for Council on 2017 November 16, and December 04, to facilitate strategic conversations and discussions with Council on the development of the long term Citizen Priorities, short term (4 year) Council Directives, and introduction to the upcoming 2019-2022 budget process.

### **Stakeholder Engagement, Research and Communication**

In order to prepare for the 2017 Council Orientation Program, multiple lessons learned sessions were completed with stakeholders from the Mayor's Office, participating Councillors and their Ward Offices, as well as many members of administration in Q3/Q4 2016 to collect feedback, from the 2013 Council Orientation sessions.. The focus of the interviews and group sessions were to understand the positives of the previous orientation, identify opportunities for improvement, and what could be improved in this upcoming orientation program. This was done as a collaboration by the City Manager's Office, City Clerk's Office, and the Office of the Councillors

The feedback was used to guide the creation of the 2017 Council Orientation agenda. Sessions focused on the meeting processes and procedures with opportunities for hands-on mock council meetings, and exposure to The City of Calgary's key projects and initiatives showcased at a departmental trade show, guest speakers on the role of the elected official and conflict management, earlier ward office onboarding, as well as media/social media training were some of the improvements from previous orientations.

### **Strategic Alignment**

## **2017 COUNCIL ORIENTATION PROGRAM**

---

The 2017 Council Orientation Program focuses on orientation, onboarding, and education for all Members of Council. The focus of reducing the overwhelming nature of taking office has been a guiding principle in creation of this program. The program strives to provide sufficient information to ensure members can successfully participate and contribute on behalf of their constituents, citizen of Calgary.

### **Social, Environmental, Economic (External)**

No Impacts have been identified with this report.

### **Financial Capacity**

#### **Current and Future Operating Budget:**

The Council Orientation Program will be funded from the City Clerk's Office operating budget.

#### **Current and Future Capital Budget:**

None.

### **Risk Assessment**

None.

### **REASON(S) FOR RECOMMENDATION(S):**

1. An orientation program is required to assist Council members with a smooth transition into office, to provide timely information, and to establish a collaborative working relationship.
2. 2017 November 16 and December 04 Strategic Council Meetings are required to develop strategic objectives for the upcoming term.

### **ATTACHMENT**

2017 Council Orientation Agenda