

2021 Council Orientation Program

RECOMMENDATION:

That Council approve in principle the 2021 Council Orientation Program as outlined in Attachment 1.

HIGHLIGHTS

- The Council Orientation Program is developed to assist Members of Council in their roles and provide them with information that will be useful in the discharge of their duties while in office.
- The Council Orientation Program incorporates the elements and topics mandated by both the Municipal Government Act and the Council Orientation Policy (CC034), as well as topics that will help inform new and returning Members of Council of policies, processes, plans and strategies that will be important to understand as they begin their term.
- Why does it matter? A well-planned and executed Council Orientation Program will ensure Members of Council have the information and knowledge they need to effectively perform their duties following Swearing-In on October 25, 2021. It will also ensure the timely sharing of information and an orderly transfer from one Council to the next.
- What does this mean to Calgarians? The 2021 Council Orientation Program focuses on orientation and onboarding for all Members of Council, as well as their staff. The program strives to provide sufficient information to ensure Members of Council can successfully participate and contribute to the City's governance on behalf of their constituents, the citizens of Calgary.
- Strategic Alignment to Council's Citizen Priorities: A well-run city
- Background and Previous Council Direction is included as Attachment 2.

DISCUSSION

The 2021 Council Orientation Program has been prepared methodically, aligning learning sessions to key activities on the Council Calendar over ten weeks. Each week is focused on preparing Members of Council for key milestones (i.e. Swearing-In, Strategic Meeting of Council, Organizational Meeting, 2022 Budget and Business Planning, etc.), as well as addressing information that will be important to understand early in their term (i.e. Code of Conduct, equity and diversity, respectful workplace, etc.).

In addition, all sessions are aligned to ensure the Council Orientation Program meets the requirements of the *Municipal Government Act*, which states that the following topics must be addressed:

- (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 responsibilities of the chief administrative officer and staff;
- (g) budgeting and financial administration;
- (h) public participation

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The *Municipal Government Act* requirements are augmented by the *Council Orientation Policy*, (CC034) which also outlines topics to be addressed by the City Manager, City Solicitor, City Clerk, and Office of the Councillors.

Time has been allotted for administrative onboarding of new Members of Council and their staff, covering topics such as information technology tools, office space, administrative and financial supports, and Council policies relevant to the management of their offices.

The 2021 Council Orientation Program has several components that are new compared to previous years:

- All materials will be prepared and provided electronically (paperless, digital delivery) and will remain as an electronic repository of relevant information, including video recordings of some sessions for future reference;
- Sessions will be in person, virtual, or a hybrid, with the ability to scale up or down as required by status of health guidelines;
- 'Deep Dive' sessions have been created as an opportunity for additional topics identified by either administration or Members of Council to be explored more in depth. Attachment 3 outlines an initial set of topics from across the Corporation, which will continue to be developed. The orientation opportunities will be extended into December and beyond, to allow for continuous learning throughout the Council term.

Separate and specific orientation opportunities for the Mayor-elect are under consideration and will be incorporated into the overall Council Orientation Program.

Council's approval in principle on the general framework of the Council Orientation Program will allow Administration to continue to refine the content, while acknowledging that it will be adjusted and updated until finalized and delivered to Council-elect following the 2021 Election in October.

STAKEHOLDER ENGAGEMENT AND COMMUNICATION (EXTERNAL)

- Public Engagement was undertaken
- Public Communication or Engagement was not required
- Public/Stakeholders were informed
- Stakeholder dialogue/relations were undertaken

Virtual feedback sessions were offered in December 2020/January 2021 to Councillors and Ward Office staff, Mayor and Mayor's Office staff, and all business units.

Feedback documents from 2013 and 2017 Council Orientation Programs were reviewed by the City Clerk's Office staff, along with reference binders and presentations.

A Corporate working group has been established to ensure that all departments have a mechanism to provide input and information for the 2021 Council Orientation Program.

IMPLICATIONS

Social

Not applicable.

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Environmental

Not applicable.

Economic

Not applicable.

Service and Financial Implications

Existing operating funding - base

The proposed framework for the Council Orientation Program will reduce overall costs by eliminating the production of paper materials and binders. Costs for such components as food or other meeting supplies will be refined as planning progresses. At this time, it is predicted that any operating expenses will be managed through existing City Clerk’s Office budget.

RISK

There are no risks associated with this report and recommendation. The proposed Council Orientation Program ensures that Members of Council will have the information and knowledge they need to effectively perform their duties following Swearing-In on October 25, 2021.

ATTACHMENTS

1. Council Orientation Program Schedule
2. Background and Previous Council Direction
3. Deep Dive Topics

Department Circulation

General Manager/Director	Department	Approve/Consult/Inform