

Calgary



Proposed 2025 Council Orientation Agenda

CSC2025 – 0270

2025 March 5

Recommendation

That Council Services Committee recommend that Council:

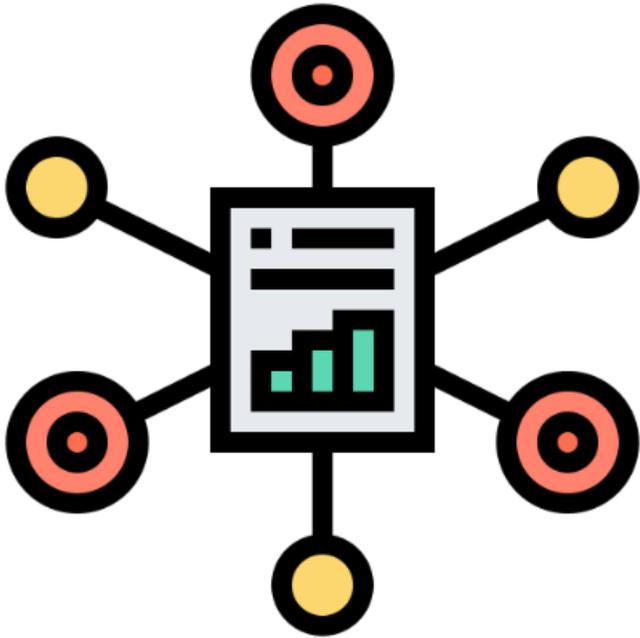
- 1. Approve the proposed 2025 Council Orientation Agenda (Attachment 2).**



Onboarding vs Orientation

	Onboarding	Orientation
	Operational information	Strategic & Technical Training
What is being delivered	<ul style="list-style-type: none"> • Computer & phone • Pass card & keys to office...etc. • Training on key IT platforms • Expense training • Ward office support 	<ul style="list-style-type: none"> • Organizational awareness • Roles & responsibilities of elected officials • Technical information to support participation in upcoming Council and Committee meetings • Ethics Advice
Who delivers	Delivered by a cross corporate team and coordinated by Council Services Team	Delivered by cross corporate representatives
Timeframe	Completed prior to swearing in ceremony	Completed by Q4 2025

2025 Orientation Program Foundation:



- Engagement:
 - Council & their staff
 - ELT & select members of Administration
 - Ethics Advisor
- *Municipal Government Act* requirements
- Council Policy (CC034)
- Council orientation program guides (CAMA, AMA...etc.)
- 2025 Council Calendar
- Historic Calgary Council orientation agendas
- Orientation programs of other Municipalities

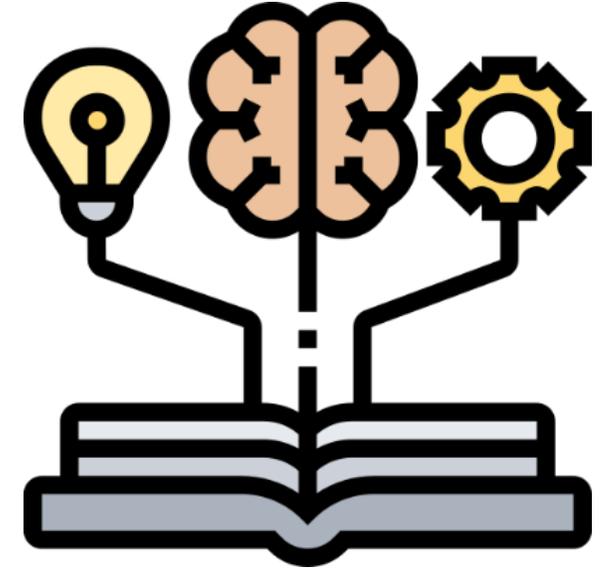
- **Pace, volume, timing & method of delivery**
- **Training for Council staff**
- **Director Training for Members of Council**
- **Training to support participation in Committee and Council meetings**
- **Organizational awareness**
- **Build relationships**
- **Legislative compliance**
- **Ethics Advice**
- ****Ward office support (onboarding)**
- **Ongoing professional development opportunities**



- **Legislative and Council Policy requirements are addressed**
- **Ethics and Code of Conduct training**
- **Institute of Corporate Directors training**
- **Timing and pace of information aligns with Council & Council Committee meetings**
- **Breaks to enable Council Members to address office and constituent matters**

Training for Council Staff

- **Opportunity to attend select Council Orientation sessions**
- **City Of Calgary Orientation (COCO) for Council staff**
- **Onboarding sessions and binder with supporting information**
- **Quarterly meetings on operational matters arranged by Council Services Team**
- **Access to online City staff training**
- **Professional development opportunities through ward budgets**



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