

Calgary



Proposed 2025 Council Orientation Agenda

CSC2025 – 0270

2025 March 5

ISC: UNRESTRICTED

Recommendation

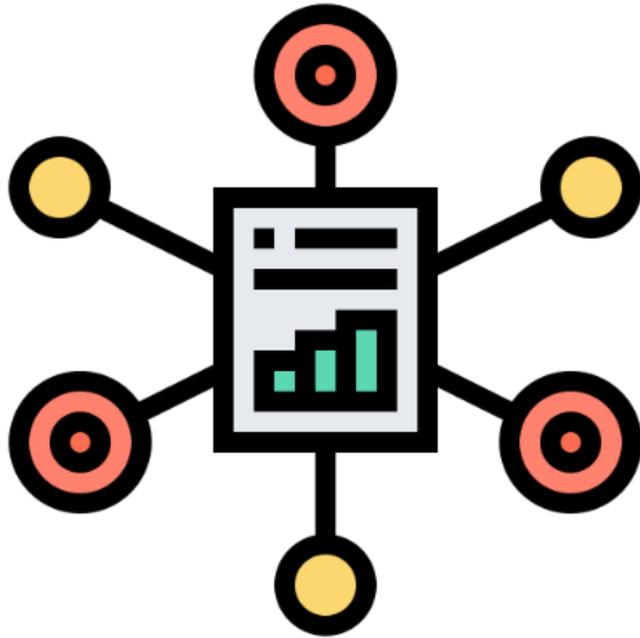
That Council Services Committee recommend that Council:

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



- 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

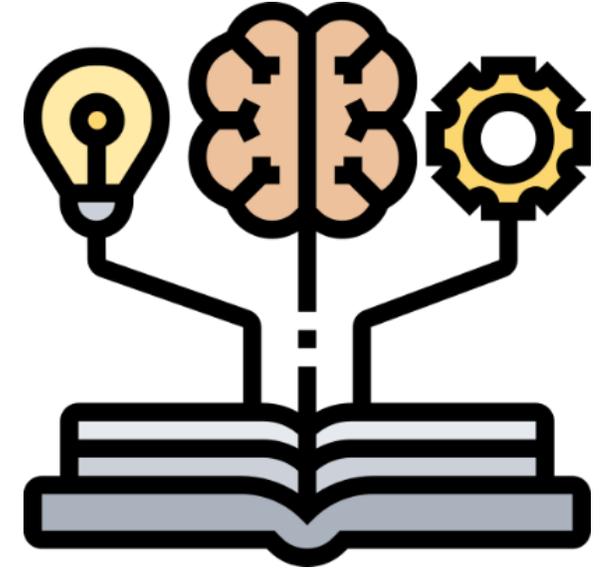
- Pace, volume, timing & method of delivery
- Training for Council staff
- Director Training for Members of Council
- Training to support participation in Committee and Council meetings
- Organizational awareness
- Build relationships
- Legislative compliance
- Ethics Advice
- **Ward office support (onboarding)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