



# Proposed 2025 Council Orientation Agenda

CSC2025 – 0270

2025 March 5

# Recommendation

That Council Services Committee recommend that Council:

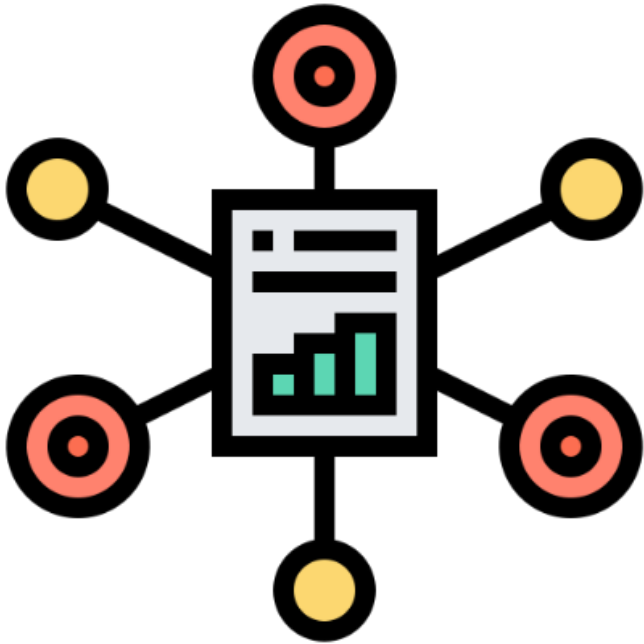
1. Approve the proposed 2025 Council Orientation Agenda (Attachment 2).



# Onboarding vs Orientation

	Onboarding	Orientation
	Operational information	Strategic & Technical Training
What is being delivered	<ul style="list-style-type: none"> <li>• Computer &amp; phone</li> <li>• Pass card &amp; keys to office...etc.</li> <li>• Training on key IT platforms</li> <li>• Expense training</li> <li>• Ward office support</li> </ul>	<ul style="list-style-type: none"> <li>• Organizational awareness</li> <li>• Roles &amp; responsibilities of elected officials</li> <li>• Technical information to support participation in upcoming Council and Committee meetings</li> <li>• Ethics Advice</li> </ul>
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

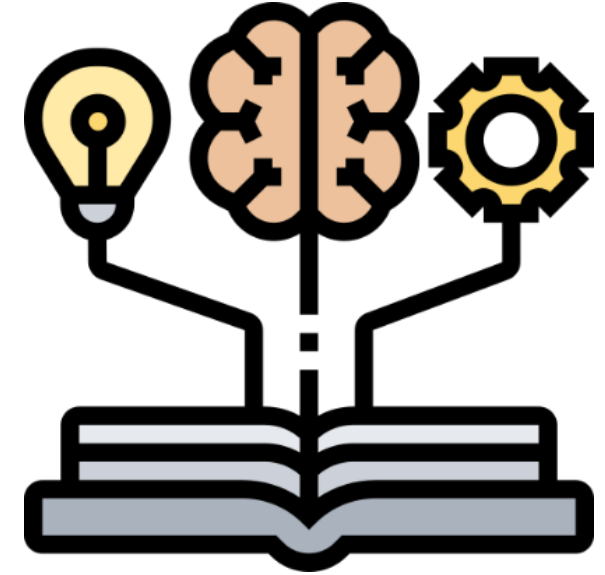


# Highlights: Proposed Orientation Agenda

- 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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