



Council Policy

Policy Title: Council Orientation Policy
Policy Number: CC034
Report Number: PFC2013-0298
Adopted by/Date: Council
Effective Date: 2013 May 06
Last Amended: 2013 October 21
Policy Owner: City Manager's Office

1. POLICY STATEMENT

The City of Calgary will provide an orientation for all Members of Council after every general municipal election and by-election.

The City of Calgary, under the direction of the City Manager, provides an orientation for all Members of Council after every general municipal election, and for those who may be elected through a by-election held within a term. The orientation is provided to assist Members of Council in their governance roles, and provide them with information that may be useful for their reference

2. PURPOSE

To establish guidelines for Council's orientation to ensure Members of Council have an overview of:

- their roles, responsibilities, and duties under The Municipal Government Act;
- their roles, responsibilities, and duties under The City of Calgary Procedure Bylaw;
- 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

3. APPLICABILITY

The policy applies to the development and delivery of the Council orientation and The City of Calgary's role in preparing and organizing it in order to ensure compliance with the below legislation:

Municipal Government Act of Alberta, Part 6, 201.1

Orientation training 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 responsibilities of the chief administrative officer and staff; (g) budgeting and financial administration; (h) public participation; (i) any other topic prescribed by the regulations. (3) The Minister may make regulations respecting orientation training, including, without limitation, regulations (a) respecting the delivery of orientation training; (b) prescribing topics to be addressed in orientation training. 2016 c24 s16

Code of Conduct for Elected Officials Bylaw 26M2018:

J – Orientation and Training Attendance

61. After first being elected, a Member must attend all sessions of Orientation Training unless doing so is not practically possible.

61.1 All Members must attend those sessions of Orientation Training identified as mandatory

by the City Solicitor, City Clerk and Ethics Advisor.

62. All Members must attend meetings that the Ethics Advisor identifies as mandatory.

62.1 All Members must execute and submit to the Ethics Advisor an annual declaration that they have read, understand and abide by the Code of Conduct Bylaw, which will be reported in the Ethics Advisor's annual report. The declaration must be in the form set out in Appendix "A" and Appendix "A" to this Bylaw forms part of this Bylaw.

(45M2021, 2021 May 10)

4. PROCEDURE

The City Solicitor's Office will provide the Members of Council with a presentation and information including by not limited to:

- the Municipal Government Act;
- the role of The City Solicitor;
- the responsibilities of The City Solicitor's Office; and
- legal considerations related to the role of Members of Council

The City Manager's Office will:

- coordinate the development and delivery of the components of the Orientation program by Administration;
- present an agenda prepared in coordination with the City Clerk's and City Solicitor's Office to Council for approval before every general municipal election;
- at the orientation, provide the Members of Council with a presentation and information including by not limited to:
 - the purpose of a municipality;
 - the role of The City Manager; and
 - an overview of the organizational structure, corporate focus and key contacts; and
- assist with the transition of Mayor's Office into the City Hall workplaces, and making available information related to the functions of the Mayor as a Member of Council

The City Clerk's Office will provide the Members of Council with a presentation and information including but not limited to:

- The City of Calgary Procedure Bylaw;
- Freedom of Information and Protection of Privacy Act;
- the role of The City Clerk;
- the responsibilities of The City Clerk’s Office; and
- legislative governance and Council’s role in the process.

The Manager of the Office of the Councillors will:

- provide the Members of Council and their staff with a Manual of Policies;
- present information on the Office of the Councillors including, office organization, mission, duties and a review of policies pertaining to Members of Council; and
- provide information required to assist with the transition into the workplaces of the Office of the Councillors at City Hall.

5. AMENDMENT(S)

Date of Council Decision	Report/By-Law	Description
2013 May 6	PFC2013-0298	Council rescinded and replaced Policy CC034 ‘Council Orientation for Newly Elected Members’
2013 October 21	Bylaw 40M2011	Discontinue the use of the title “Alderman” in favour of the title “Councillor”

6. REVIEWS(S)

Date of Policy Owner’s Review	Description
2021 October 26	Changed to new format