



Policy Title:	Council Orientation Policy
Policy Number:	CC034
Report Number:	PFC2013-0298
Approved by:	City Council
Effective Date:	2013 May 06
Business Unit:	City Manager's Office

BACKGROUND

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.

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.

POLICY

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

Responsibilities

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.



AMENDMENTS

2013 May 6 - Report 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"