



City Mayor and Council Orientation Policy

POLICY NUMBER: 094-AD-06

Approval Date: October 10, 2006

Revise Date: August 24, 2021

Motion Number: 2006-158

Repeal Date:

Supersedes:

Review Date: August 24, 2021

1.0 Policy Intent

In order to be effective, the City Mayor and Councillors must understand their broad mandate to provide good government, to develop and maintain a safe and viable community, and to supply necessary and desirable services.

2.0 Purpose

The purpose of the City Mayor and Councillors Orientation Policy is to establish the guidelines for the Mayor and Council orientation. The orientation intends to help the Mayor and Councillors understand the responsibilities of the office to which they have been elected, and the legislation, bylaws, and policies (and ongoing changes in these) that influence and direct their work.

3.0 Policy Statement

3.1. The Mayor and Councillors shall be oriented within ninety (90) days after taking the oath of office, with ongoing orientation on an as-needed basis.

3.2. Content of the orientation shall include, but is not limited to:

3.2.1 All topics required in accordance with section 201.1 of the *Municipal Government Act*, including the role of municipalities in Alberta; municipal organization and functions; key municipal plans, policies, and projects; roles and responsibilities of council and councillors; the municipality's code of conduct; roles and responsibilities of the chief administrative officer and staff; budgeting and financial administration; public participation; any other topic prescribed by the regulations;

3.2.2 Facility tours, service level reviews, and strategic priorities session;

3.3. The first Regular Meeting of Council following the election shall include administration of the Oath of Office (as required under section 156 of the *Municipal Government Act* before the Mayor and Council can undertake any power, duty, or function).

4.0 Managerial Guidelines

- 4.1. Corporate Services shall be responsible for the development and preparation of a Mayor and Councillors Orientation Manual, to be given to the Mayor and each Councillor at the time of orientation. The Orientation manual shall contain the most current Annual Report, Business Plan, Service Levels, Budget, Organizational Structure, Financial Statements & Indicator Graphs, Post-Election Schedule, Procedure Bylaw, Council Code of Conduct Bylaw, a list of all active City Bylaws and Policies, list of all current City reports and studies, orientation presentations, and all other information as directed by the Chief Administrative Officer.

- 4.2. Within ninety (90) days after taking the oath of office, Mayor and Council will be briefed on all current legal files and insurance claims by and against the City of Cold Lake.

5.0 References

Municipal Government Act
Alberta Oaths of Office Act, R.S.A. 2000

6.0 Persons Affected

City Council, CAO, City Managers

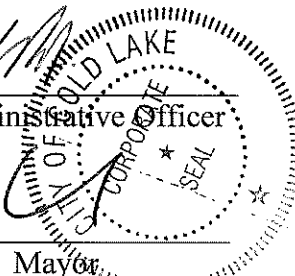
7.0 Revision/Review History

- Revised August 24, 2021- section 2, 3.1, 3.2.1, 3.2.2, 3.3, 4.1 and 4.2.

Nov 3, 2021
Date

Nov 4 2021
Date

[Signature]
Chief Administrative Officer



[Signature]
Mayor