

Title: COUNCILLOR ORIENTATION

Policy No: 1010

Approval: Council

Effective Date: October 8, 2013

Supersedes Policy No: (None)



MUNICIPAL DISTRICT OF GREENVIEW NO. 16

"A Great Place to Live, Work and Play"

Policy Statement: The Municipal District of Greenview No. 16 (Greenview) will provide all members of Council, whether new or returning, with an orientation process at the beginning of each Council term which will provide valuable information and understanding of the roles and responsibilities of Council members as defined by the *Municipal Government Act*, and specific information regarding Greenview and its operations.

Purpose: The purpose of this policy is to provide for a proper orientation process to Council members.

Principles:

1. It is critical to provide each and every Council member, whether that member is a returning member or new to Council, with a comprehensive training session or sessions, as required, outlining the roles and responsibilities of Council members, as defined by the *Municipal Government Act*. It is entirely appropriate to make use of the services of an external consulting firm to deliver this portion of the orientation.
2. The Chief Administrative Officer will provide Council with a training session or sessions, as required, to provide all Council members with relevant information regarding Greenview. This session will include, but not be limited to:
 - a) Overview of the Organizational Chart;
 - b) Introduction of Senior Staff and their respective roles (including an overview of each department);
 - c) Review of the procedural bylaw and Council policies;
 - d) Review of the current budget and budget development process as well as a financial overview of the municipality;
 - e) Overview of recently completed and on-going capital projects;
 - f) Review of ongoing legal issues;
 - g) Review of the current critical documents including select bylaws, inter-municipal and other agreements, planning documents, strategic plans and major internal master plans;
 - h) Virtual tour (via PowerPoint and/or other multimedia) of the Municipal District and its operations;
 - i) Review of corporate communication practices, policies and processes; Presentation of electronic communication devices and orientation of their use.

Approved: 13.10.604