



Council Orientation and Training Policy
O-088-20

Effective Date:
May 27, 2020

Part 1 Purpose

The purpose of the Council Orientation Policy is to help the Warden 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. In order to achieve the best possible governance structure and representation, all councillors shall attend the orientation as a team building activity.

Part 2 Orientation

- 2.1 Councillors will have an orientation session within one month of election, with ongoing orientation on an as-needed basis;
- 2.2 Content of the orientation shall include, but is not limited to:

2.2.1 Background

- 2.2.1.1 Introduction/updates - applicable provincial/federal legislation
- 2.2.1.2 Roles, responsibilities, and authority of Warden and councillors
- 2.2.1.3 Structure and protocol of meetings
- 2.2.1.4 Confidentiality, ethics, and conflict of interest
- 2.2.1.5 Acronyms and terms

2.2.2 Operations Overview

- 2.2.2.1 Office of the CAO
- 2.2.2.2 Finance
- 2.2.2.3 Policy & Governance
- 2.2.2.4 Municipal Services & Asset Management
- 2.2.2.5 Recreation
- 2.2.2.6 Organization Structure

2.2.3 Overview of issue Potential areas of conflict and concerns

- 2.2.3.1 Key areas of concern
- 2.2.3.2 Financial matters/budget process/oversight responsibilities
- 2.2.3.3 Asset management and public works
- 2.2.3.4 Emergency response
- 2.2.3.5 Planning and development
- 2.2.3.6 Relationships with other municipalities and governing bodies

MUNICIPALITY OF THE DISTRICT OF YARMOUTH



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2.2.3.7 Inter-municipal agreements

2.2.4 Potential areas of conflict and concern

2.2.4.1 Governance vs. management

2.2.4.2 Channels of communication

2.2.4.3 Majority decisions

2.3 Tour of Municipal Assets and Projects.

Part 3 Training

3.1 In addition to the orientation session outlined in Part 2, there will be on-going training for Council over their term of office. It is the responsibility of Council to approve funding for this training; it is the responsibility of the CAO to coordinate these sessions. One full day in the Fall and one full day in the Spring shall be set aside for training. This training will include (but is not limited to):

3.1.1 Team building (within first 3 months, session once per year)

3.1.2 Decision making (within first 6 months)

3.1.3 Conflict of Interest (within first 6 months, refresher at 2 years)

3.1.4 Code of Conduct (within first 3 months, session once per year)

3.1.5 Respectful workplace (within first 3 months, session once per year)

3.1.6 Meeting rules of order (within first 3 months, then as needed)

3.1.7 Freedom Of Information and Protection Of Privacy (within first 6 months, refresher at 2 years)

3.1.8 Political acuity (within first 6 months)

Part 4 Orientation Package

4.1 The CAO shall be responsible for the development and preparation of a Council Orientation Package, to be given to the Warden and each councillor at the time of orientation;

4.2 The Orientation Package shall contain the information in 1.2 above, as well as all relevant policies and other documents.

MUNICIPALITY OF THE DISTRICT OF YARMOUTH



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Part 5 Other Session


5.1 As part of the orientation process, the following other sessions will take place:

5.1.1 session to review all committees and make committee appointments

5.1.2 strategic planning session for Council to discuss and determine its priorities

Part 6 Review

This policy and the Orientation Package shall be reviewed by Council at least once every 4 years.

Chief Administrative Officer's Annotation for Official Policy Book	
Date of Notice to Council members of Intent to Consider (7 days Min)	May 19, 2020
Date of Passage of current Policy	May 27, 2020
I certify that this Council Orientation and Training Policy O-088-20 was adopted by Council as indicated above.	
 _____ Chief Administrative Officer	<u>June 4, 2020</u> _____ Date

Date last reviewed by Council:

Date last amended: