



Lethbridge County Policy Handbook

EFFECTIVE: September 21, 2017 **SECTION:** 100 NO. 168 Page 1 of 2

APPROVED BY: County Council **SUBJECT:** Council Orientation

REVISED DATE:

BACKGROUND

Lethbridge County, under the direction of the Chief Administrative Officer, 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 Lethbridge County Procedural Bylaw;
- working relationships with Administration and the County's governance structure;
- County bylaws, Council policies, strategic plans, status of County business and current issues facing Lethbridge County; and
- a framework to begin strategic planning in order to set direction, priorities, and corporate objectives for the term.

POLICY

Lethbridge County will provide an orientation for all Members of Council after every general municipal election and by-election.

RESPONSIBILITIES:

Lethbridge County Administration will provide the Members of Council with a presentation and information including but not limited to:

- the *Municipal Government Act*, and
- legal considerations related to the role of Members of Council.



Lethbridge County Policy Handbook

EFFECTIVE: September 21, 2017 **SECTION:** 100 NO. 168 Page 2 of 2

APPROVED BY: County Council **SUBJECT:** Council Orientation

REVISED DATE:

Lethbridge County Administration will:

- coordinate the development and delivery of components of the Orientation Program by Administration;
- at the orientation, provide the Members of Council with a presentation and information including but not limited to:
 - the purpose of a municipality;
 - the role of the Chief Administrative Officer; and
 - an overview of the organizational structure, corporate focus and key contacts;
 - the Lethbridge County Procedural Bylaw;
 - the Freedom of Information and Protection of Privacy Act;
 - legislative governance and Council's role in the process;
 - Lethbridge County Manual of Policies;
 - information on the Office of the Councillors including, office organization, mission, duties and a review of policies pertaining the Members of Council; and
 - County bylaws, strategic plans, status of County business and current issues facing Lethbridge County.