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CITY OF  
*Lethbridge*

## CITY COUNCIL ORIENTATION

### PURPOSE

The Council of the City of Lethbridge has a broad mandate to provide good government, develop and maintain a safe and viable community, and to supply desirable and/or necessary services to the community. The purpose of this policy is to provide Council members with information to understand the roles and responsibilities of the office to which they have been elected.

### PERSONS AFFECTED

City Council/City Manager/City Clerk

### POLICY STATEMENT

It is the policy of the City of Lethbridge to orient all members of City Council within one month of a municipal election. The content of the orientation may include, but will not be limited to:

- their roles, responsibilities, and duties under the *Municipal Government Act*
- working relationships with Administration and the City's governance structure
- City bylaws, policies, and strategic plans
- a framework to begin strategic planning in order to set direction, priorities, and corporate objectives for the term.

Additional orientation will occur on an as needed basis.

Administration will present a Council orientation and training plan to Council for its approval before every general municipal election.

## **RESPONSIBILITIES**

City Council Members to:

- approve the proposed City Council orientation and training plan prior to the general municipal election
- attend and participate in the orientation after the general municipal election

City Manager to:

- Set the agenda and work with the City Clerk to prepare the orientation program and package

City Clerk to:

- Work with the City Manager to prepare the orientation program and package

## **REFERENCE**

- *Municipal Government Act*

## **REVISION/REVIEW HISTORY**

- October 4, 2004: New Document
- July 21, 2014: Revised to include Council approval of the Council orientation and training plan before the general municipal election