

2025 ELECTION - 90-DAY COUNCIL ORIENTATION PLAN

Week 1: October 27-31

- **October 27**
 - Council individual and group pictures
 - Rehearsal for Swearing-in Ceremony
 - Swearing-In Ceremony
- **October 28 (AM)**
 - Council moves into their offices
 - Tour of City Hall and Chamber
 - Onboarding (remuneration, benefits, expenses, travel, per-diem, parking)
 - Security item distribution (fobs, keys, ID badges) and security and safety session
 - Technology device distribution (phones and laptops) and user training
 - Cybersecurity training
 - MS TEAMS and multi-factor authentication (MFA) registration and training
 - Mayor, Deputy Mayor and Acting Mayor Duties
- **October 29 (AM)**
 - Public Engagement - Get Involved Lethbridge, Public Participation Council Policy, Community Conversations, Standing Policy Committees (SPCs) and Public Hearings
 - Communications - Email protocol, social media, media training
 - Public Information and Services Requests - 311 and the Inquiry Resolution Process
- **October 30 (AM)** (Prep for Monday's Organizational Meeting)
 - Agenda and meeting management system training (eScribe)
 - Council's Boards, Commissions and Committees (BCCs) and appointment process
- **October 31 (AM)** (Prep for Monday's Organizational Meeting)
 - Council's governance structure, decision-making process and agenda review committees
 - Agendas, meeting procedures, procedure bylaw, motions, reports, closed
- **November 1 (9am-4pm)** - MGA Requirements (before first Council Meeting):
Elected Official Education Program - Munis 101, Facilitated by Alberta Municipalities – Lethbridge (in person)
 - Role of municipalities in Alberta;
 - Municipal organization and function;
 - Roles and responsibilities of Council, Councillors, CAO and staff;
 - Key plans, policies and projects (high level);
 - Budgeting and financial administration; and
 - Public participation.

Week 2: November 3-7

- **November 3 (PM)** – Inaugural Organizational and Regular Meetings of Council
- **November 4 (AM)** – Fundamental governing documents - plans
- **November 5 (AM)** – Fundamental governing documents - policies
- **November 6 (AM)** - Current and planned projects, initiatives, matters and priorities, including any outstanding direction on Council's Status of Directed Resolutions (SDR)
- **November 7 (AM)** – Advocacy (*Cathy Chichak, Canadian Strategy Group*) and Advocacy Priorities (prior to next week's AM Convention)

Weeks 4-14: Tuesday mornings generally

- **November 18 (AM)** – High Level Financial Planning & Budgeting - Part 1 (in preparation for ECON & FIN SPC meetings)
 - State of affairs
 - Balance sheet
 - How municipalities are funded
 - Grant funding sources that the City accepts/utilizes
 - Tax & Assessment
 - Utilities – Fees & Structure
 - Revenue sources and growing them/attracting investment
- **November 25 (AM)** – High Level Financial Planning & Budgeting - Part 2 (in preparation for ECON & FIN SPC meetings)
 - Operating and Capital budgets
 - Fee For Service, including Grants to External Organizations
 - Summary of Fiscal Principles, Practices and Policies
 - Internal Controls
 - Savings and how to redirect or invest
 - Borrowing, reserves, expenditure authorization, and BUAs
 - Asset management overview
- **December 02 (AM)** - Asset Management
- **December 09 (AM)** - Local Authority Elected Official Emergency Management - *Alberta Emergency Management Agency (AEMA)* and Role of Council (Chief Adair)
- **December 16 (AM)** - Offsite Levies
- (Holiday break)
- **January 14th PM, 15th, 16th AM** – *Alifeyah Gulamhusein (Partner), Brownlee LLP* (prior to the new Council's first public hearing January 20, 2026)
 - MGA Requirements (comprehensive review and questions on practical issues that arise after a few months and Council/Committee meetings)
 - Planning 101, including how growth and redevelopment occur in terms of infrastructure capacity.
- **January 20 (AM)**- Electric Grid & Utility Regulation (*Chymko Consulting Ltd.*)
- **January 27** - Economic Development for Elected Officials (*Economic Developers Alberta*)

Note: External facilitators noted in *purple* are subject to booking availability, with the exception of Munis 101.