

# 90-DAY COUNCIL ORIENTATION PLAN

# October 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8 ELECTION PERIOD STARTS VOTING DAY	9 VOTING DAY	10 VOTING DAY	11 VOTING DAY
12	13 THANKSGIVING DAY	14	15 VOTING DAY	16 VOTING DAY	17 VOTING DAY	18 VOTING DAY
19	20 VOTING DAY ELECTION PERIOD ENDS	21	22	23	24 Noon Official Results Due	25
26	27 AM • Council individual and group pictures • Rehearsal for Swearing-in Ceremony  • PM Swearing-In Ceremony	28 AM • Council moves into their offices • Tour of City Hall and Chamber • Onboarding (remuneration, benefits, 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	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	30 AM • Agenda and meeting management system training • Council's Boards, Commissions and Committees (BCCs) and appointment process	31 AM • Council's governance structure, decision-making process and agenda review committees • Agendas, meeting procedures, procedure bylaw, motions, reports, closed	

# November 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 MGA Requirements (before first Council Meeting): Elected Official Education Program - <i>Munis 101</i> , Facilitated by AB Municipalities – Lethbridge (in person)
2	3 PM – Inaugural Organizational and Regular Meetings of Council	4 AM – Fundamental governing documents - plans	5 AM – Fundamental governing documents - policies	6 AM - Current and planned projects, initiatives, matters and priorities, including any outstanding direction on Council's Status of Directed Resolutions (SDR)	7 AM - Advocacy (Cathy Chichak, Canadian Strategy Group) Advocacy Priorities (prior to AM Convention)	8
9	10	11 REMEMBRANCE DAY	12 Alberta Municipalities Convention – Calgary	13 Alberta Municipalities Convention – Calgary	14 Alberta Municipalities Convention - Calgary	15
16	17	18 AM - High Level Financial Planning & Budgeting Part 1	19 Economic & Finance SPC 12:30 pm	20 Safety & Social SPC 1:30 pm	21	22
23	24	25 AM - High Level Financial Planning & Budgeting Part 2 Council Agenda Review Committee 1:30 pm	26	27 Governance SPC – 1:30 pm	28	29
30						

# December 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2 AM – Asset Management Council Meeting – 12:30 pm	3 Audit SPC – 1:30 pm	4 Assets & Infrastructure SPC 1:30 pm	5	6
7	8	9 AM – Local Authority Elected Official Emergency Management by Alberta Emergency Management Agency (AEMA) and Role of Council (Chief Adair) Council Agenda Review Committee – 1:30 pm	10	11 Economic & Finance SPC 12:30 pm	12	13
14	15	16 AM – Offsite Levies Council Meeting – 12:30 pm	17	18	19	20
21	22	23	24 CHRISTMAS EVE	25 CHRISTMAS DAY	26 BOXING DAY	27
28	29	30	31			

# January 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 NEW YEAR'S DAY	2	3
4	5	6	7	8	9	10
11	12	13	PM - 14	15	AM - 16	17
			<i>Alifeyah Gulamhusein (Partner), Brownlee LLP</i> (prior to the new Council's first public hearing January 20) <ul style="list-style-type: none"><li>• MGA Requirements (comprehensive review and questions on practical issues that arise after a few months and Council/Committee meetings)</li><li>• Planning 101, including how growth and redevelopment occur in terms of infrastructure capacity.</li></ul>			
18	19	20 AM - Electric Grid & Utility Regulation ( <i>Chymko Consulting Ltd.</i> ) <b>Council Meeting &amp; Public Hearing 12:30 PM</b>	21	22	23	24
25	26	27 Economic Development for Elected Officials ( <i>Economic Developers Alberta</i> )	28	29	30	31