

THE CORPORATION OF THE  
**CITY OF WHITE ROCK**  
 15322 BUENA VISTA AVENUE, WHITE ROCK, B.C. V4B 1Y6



**POLICY TITLE: COUNCIL ORIENTATION**

**POLICY NUMBER: COUNCIL - 105**

<i>Date of Council Adoption:</i> October 5, 2009	<i>Date of Last Amendment:</i> January 14, 2019
<i>Council Resolution Number:</i> 2009-477, 2013-082; 2019-010	
<i>Originating Department:</i> Administration	<i>Last reviewed by the Governance &amp; Legislation Committee:</i> December 10, 2018

**Policy:**

It is the policy of the City to ensure that a comprehensive briefing for elected municipal officials is undertaken within sixty (60) days following municipal elections and by-elections. The comprehensive briefing will provide information on all aspects of the municipality’s operations and procedures, as well as outstanding issues and concerns.

*Specific Objectives:*

1. Considerations for orientation may include:
  - (a) Provide an opportunity for the new Council to receive information about the organization and the processes for Local Government;
  - (b) Provide an opportunity for senior staff to explain the operation of their respective departments and acquaint the new Council with relevant issues, department concerns, outstanding and future issues and other matters;
  - (c) Lay the foundation for an ongoing attitude of frank discussion, trust and teamwork between elected and appointed officials in the municipality;
  - (d) Familiarize the new Council with procedures, goals, rules and regulations that pertain to the operation of the Council;
  - (e) Discuss with the new Council the duties and responsibilities, as they are understood, of staff and Council (as a whole), individual Council members, their relationship to staff, and provide an opportunity for the new council to be acquainted with the municipal operation and programs.

*Responsibilities:*

2. The Council (or its designated committee) will:
  - (a) Amend and adopt changes to the Council Orientation Policy, as necessary;

3. The Chief Administrative Officer (or designate) will:
  - (a) Ensure the proper implementation of the Council Orientation Policy;
  - (b) Recommend to Council any changes to the Council Orientation Policy;
  - (c) Assist in the development and maintenance of an orientation program for each new Council;
  - (d) Develop a curriculum and arrange for organization of all aspects of the briefing sessions.
  
4. Directors and Managers will:
  - (a) Assist and if the Chief Administrative Officer requests participate in the orientation sessions for each new Council as appropriate.

*General Provisions:*

5. Information covered during the briefing sessions or included within information provided prior should include an overview of:
  - (a) Operating structure of the municipality;
  - (b) Municipal operating process;
  - (c) Council meeting procedures;
  - (d) Information and/or Terms of reference for all departments, boards, commissions and committees and information on the operation of each;
  - (e) Roles, responsibilities and relationships of appointed and elected municipal officials;
  - (f) Legislation of which Council should be made aware;
  - (g) Areas, concerns, issues outstanding or anticipated;
  - (h) Resource material of which Council members should have knowledge;
  - (i) Details of Council participation in benefit plans;
  - (j) Details of Council travel and accident insurance coverage;
  - (k) Council Policies; and
  - (l) Review of technology offered by the City – overview, instruction opportunities

**Rationale:**

Ensure that new Council for each term are given essential information regarding the operation of the municipality, current items of interest and their role as a member of Council. Having this policy in place also enables the Chief Administrative Officer to book, well in advance; any speakers/facilitators they feel would be needed to make this process a success.