



# TOWN OF SEDGEWICK

## COUNCIL ORIENTATION POLICY

POLICY # 21-16

APPROVAL DATE:

RESOLUTION NUMBER:

### 1. Policy Statement

The Town of Sedgewick values the advantages provided by a Municipal Council which is fully aware of the duties and requirements placed upon elected officials. These advantages provide a basis to help the Town chart a healthy, sustainable and vibrant future for the community.

### 2. Policy Purpose

To establish guidelines for Council's orientation to ensure all Members of Council have an overview of:

- their roles, responsibilities, and duties under The Municipal Government Act;
- their roles, responsibilities, and duties under The Town of Sedgewick Procedural Bylaw and the Code of Conduct Bylaw;
- working relationships with Administration and the Town's governance structure;
- Town bylaws, Council policies, strategic plans, status of Town business and current issues facing the Town; and
- a framework to begin strategic planning in order to set direction, priorities, and corporate objectives for the term.

### 3. Definitions

3.1. "CAO" means the Chief Administrative Officer of the Town.

3.2. "Town" means the Town of Sedgewick.

### 4. Guidelines

- 4.1. The CAO will provide an orientation for all Members of Council after every general municipal election and for all new Members after a by-election.
- 4.2. The orientation shall be for a maximum of two days and held during normal working hours.
- 4.3. The orientation shall occur on the first Monday and Tuesday after the swearing in ceremony for the Members or otherwise at the discretion of the CAO.
- 4.4. Other orientations and training are encouraged but are considered supplemental to the in-house training.

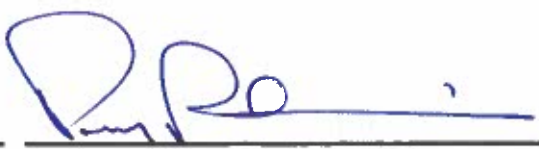

## 5. Responsibilities

5.1. The CAO will provide the Members of Council with a presentation and information including but not limited to:

- The Municipal Government Act
- Council roles and responsibilities
- The role of the CAO
- Legislative governance
- Bylaws and Policies
  - Including:
    - Code of Conduct Bylaw
    - Procedural Bylaw
    - Public Participation Policy
    - Respectful Workplace Policy
- Planning
- Meetings and Agendas
- Budgeting, borrowing, Finance and the annual Audit
- Purchasing and trade agreements
- Assessment and Taxation

5.2. The CAO will provide the Members of Council with a manual containing all policies, the Code of Conduct Bylaw and the Procedural Bylaw.

## 6. Revision/Review History

TOWN OF SEDGEWICK	
June 17 2021 _____ DATE	 _____ MAYOR
June 17, 2021 _____ DATE	 _____ CHIEF ADMINISTRATIVE OFFICER