

## 2021 Strathcona County Council Orientation

Date	Time	Activity
Week 1: October 18 – 22, 2021		
Monday, October 18, 2021	Municipal General Election	
Tuesday and Wednesday:  October 19 – 20, 2021	Time for: <ul style="list-style-type: none"> <li>• Office setup takes place for elected officials</li> <li>• OEO will provide resource materials (Orientation schedule, Framework, Strategic Plan, Policies, Org. Chart, etc.</li> <li>• Wednesday afternoon – email verification for Council</li> <li>• Clerk to meet with Mayor to discuss seating in Council Chamber</li> <li>• Emergency procedures and security overview</li> </ul>	
Thursday, October 21, 2021	9:00 am	Welcome from Chief Commissioner: <ul style="list-style-type: none"> <li>• Introduction of Associate Commissioners</li> <li>• History of Strathcona County and Indigenous history</li> <li>• Overview and demonstration of technology for council meetings</li> <li>• Emergency procedures in Council Chamber</li> </ul>
	11:30 am	<b>Break</b>
	1:30 pm	Council Logistics and Protocol: <ul style="list-style-type: none"> <li>• Deputy Mayor and Acting Mayor schedule</li> <li>• Overview of inaugural Council meeting agenda and swearing-in ceremony</li> </ul>
	3:00 pm	Office Administration – administrative support, office financial management, County Connect
Friday, October 22, 2021	9:00 am	<b>Break</b>  <i>Official Results of Municipal Election are posted by noon</i>
	12:00 pm	What We Heard Session – debrief of input from the campaign trail and networking opportunity
	2:30 pm	<b>Break</b>

## Week 2: October 25 – 29, 2021

Date	Time	Activity
Monday, October 25, 2021	9:00 am	Overview of Strathcona County Organization 101 (org chart, divisions, departments)  Supports for Council (e.g. Communications, Intergovernmental, Legislative and Legal, Office of the Elected Official)
	10:45 am	Practice for Swearing-in Ceremony
	12:00 pm	<b>Break</b>
	1:30 pm	Divisional Presentations – Part 1 <ul style="list-style-type: none"> <li>• Chief Commissioner</li> <li>• Strategic Planning and Financial Management</li> <li>• Corporate Services</li> </ul> <b>NB:</b> 20 minutes per division and time for questions
	3:30 pm	<b>Break</b>
Tuesday, October 26, 2021	9:00 am	Photos
	1:30 pm	Swearing-in Ceremony
	2:30 pm	Inaugural Council Meeting
	3:00 pm	Reception
Wednesday, October 27, 2021	9:00 am	Divisional Presentations – Part 2 <ul style="list-style-type: none"> <li>• Infrastructure and Planning Services</li> <li>• Community Services</li> </ul>
	11:00 am	<b>Break</b>
	1:00 pm	Introduction to Strathcona County Finance & Priority Based Budgeting
	2:00 pm	<b>Break</b>
	3:00 pm	Strategic Planning Overview
Thursday, October 28, 2021	9:00 am	Governance Overview: <ul style="list-style-type: none"> <li>• Meetings and Meeting Procedures</li> <li>• Public Hearings</li> <li>• Mock Meeting</li> </ul>

	12:00 pm	<b>Break</b>
	1:30 pm	Regional Partners Overview: Edmonton Metropolitan Regional Board, Edmonton Global, and Municipal Associations (AUMA, RMA, FCM).
	3:30 pm	<b>Break</b>
	4:00 pm	Emergency Management Committee
Friday, October 29, 2021	9:00 am	Strathcona County Council Committees: <ul style="list-style-type: none"> <li>• Priorities Committee</li> <li>• Mayors Executive Committee</li> <li>• Governance Advisory Committee</li> <li>• Overview of council advisory committees</li> <li>• Overview of tribunals</li> </ul>
	12:00 pm	<b>Break</b>
	2:00 pm	Strathcona County's Appointments to External Entities: <ul style="list-style-type: none"> <li>• Appointment process overview</li> <li>• Overview of external boards, committees, and commissions</li> <li>• Joint Council Committees (Fort Saskatchewan and Sturgeon County)</li> </ul>

### Week 3: November 1 - 5, 2021

Date	Time	Activity
Monday, November 1, 2021	<b>No Activity</b>	
Tuesday, November 2, 2021	9:00 am	Council Meeting  <b>NB:</b> Debrief on council meeting and procedures to follow the conclusion of the meeting (optional)
Wednesday, November 3, 2021	9:00 am	Council Budget Meeting – Budget Introduction
	12:00 pm	<b>Break</b>
	1:30 pm	Introduction to Land Use Planning 101: <ul style="list-style-type: none"> <li>• Introduction Planning and Development Concepts</li> <li>• Overview of key planning documents: MDP and other statutory plans, LUB</li> <li>• Role of Council in land use planning</li> </ul>

		<ul style="list-style-type: none"> <li>Public Hearing review</li> </ul>
Thursday, November 4, 2021	9:00 am	Media and Social Media Training  <b>NB:</b> half-day session so that afternoon is free
Friday, November 5, 2021	9:00 am	Council Budget Meeting
Week 4: November 8 - 12, 2021		
<b>Date</b>	<b>Time</b>	<b>Activity</b>
Monday, November 8, 2021	9:00 am	Governance and Leadership with George Cuff - <b>Regional Session</b>  <b>NB:</b> half-day session so that afternoon is free
Tuesday, November 9, 2021	9:00 am	Priorities Committee Meeting  <b>NB:</b> Debrief on Priorities Committee meeting and procedures to follow the conclusion of the meeting (optional)
Wednesday, November 10, 2021	9:00 am	COVID Response and Recovery - <b>Regional Session</b> <ul style="list-style-type: none"> <li>Lessons learned</li> <li>Reliance and Recovery</li> <li>Networking</li> </ul>
Thursday, November 11, 2021	Remembrance Day	
Friday, November 12, 2021	9:00 am	Legal Session (TBC) <ul style="list-style-type: none"> <li>Interactive Land Use Planning Session– role of Council and Administration and Public Hearing Perils and Pitfalls</li> <li>Outline of Legal obligations for Council and elected officials               <ul style="list-style-type: none"> <li>Conflict of interest and pecuniary interest</li> <li>Code of Conduct</li> <li>Confidentiality and FOIP</li> <li>Bylaws and Policies (TBC)</li> </ul> </li> </ul>
	12:00 pm	<b>Break</b>
	2:00 pm	Municipal Policy Handbook and Bylaw Overview
<i>Councillor check-in and orientation feedback – future orientation plans to be determined based on councillor input.</i>		