2021 Council Orientation Training Plan

Recommendation

That the 2021 Council Orientation Training Plan, as set out in Attachment 1 of the June 22, 2021, Office of the City Clerk report OCC00584, be approved.

Executive Summary

The *Municipal Government Act* (MGA) requires municipalities to offer orientation training to each Councillor, to be held within 90 days after the Councillor takes office. In addition, City Policy C530, Council Orientation and Training, requires that Administration present a Council orientation and training plan to City Council for its approval before every general municipal election. This report provides the Onboarding and Orientation training plan, with the understanding that for scheduling and logistical reasons changes to the plan may be required.

A draft Council Calendar is provided for information purposes only. City Council will approve the 2021 post-election calendar, as well as the 2022 calendar, at the October 26, 2021, Inaugural Organizational Meeting of Council.

Report

The Mayor-elect and Councillors-elect will be sworn in on October 26, 2021. During the period from the Election on October 18, 2021, until October 29, 2021, the Office of the City Clerk will lead the transition of outgoing Councillors and onboarding of the Mayor-elect and Councillors-elect, as well as complete the post-election activities required. This period is referred to as Council Onboarding in the training plan. Council-elect can use this time for gaining a procedural understanding of working at City Hall, setting up their offices, and understanding how to vote and participate in meetings. This time is also used for discussions regarding appointments to Agencies, Boards and Commissions, Standing Committee rotation, and Deputy and Acting Mayor schedules.

From November 1, 2021, to November 5, 2021, there will be daily Council meetings for the purpose of Council Orientation. Topics that fit into three major streams will be covered with the City Manager and Executive Leadership Team:

- 1) Managing the Corporation
- 2) Serving Edmontonians; and
- 3) Planning for the Future (City Plan).

Overviews of key pieces of work will be provided.

From November 8, 2021, to November 10, 2021, Orientation continues, with Community and Public Services Committee, Urban Planning and Executive Committee meetings in the morning, followed by Governance Excellence sessions at Council meetings in the afternoon. Governance Excellence sessions will cover topics such as delegation of authority and broad principles of municipal governance, and will focus on the governance pillars of:

- Oversight: this is the work governors do to ensure that the corporation is being well run. This connects closely to the work of Managing the Corporation.
- <u>Insight:</u> this is the on-the-ground perspective that Councillors bring from their wards and from their spheres of influence. Insight is the capacity to gain an accurate and deep understanding of something happening now. Insight answers the question: What matters now and why? This connects closely to the work of Serving Edmontonians.
- Foresight: this is the ability to accurately predict and assess outcomes of proposed decisions and actions. What will happen or what will be needed in the future? What matters next? This connects closely to the work of Planning for the Future.
- <u>Hindsight:</u> this is the important work of reflection, assessment and evaluation of lessons learned. This is closely connected to accountability for performance outcomes and measurement.

The Onboarding and Orientation training plan aligns with the mandatory training requirements set out in the MGA, City Policy C530, Council Orientation and Training, and Bylaw 18483, Council Code of Conduct.

In accordance with the MGA, the municipality must offer orientation training to each Councillor, to be held within 90 days after the Councillor takes the oath of office. The following topics must be addressed in orientation training:

- role of municipalities in Alberta
- municipal organization and functions
- key municipal plans, policies and projects
- roles and responsibilities of council and councillors
- the municipality's code of conduct
- roles and responsibilities of the chief administrative officer and staff
- budgeting and financial administration
- public participation

As provided for in City Policy C530, Council Orientation and Training, Council's orientation must ensure that Members of Council have an overview of:

their roles, responsibilities, and duties under the MGA

2021 Council Orientation Training Plan

- working relationships with Administration and the City's governance structure
- City bylaws, policies, strategic plans, status of City business and current issues facing the City
- a framework to begin strategic planning in order to set direction, priorities, and corporate objectives for the term.

In addition, Part J, Orientation and Training, of the Council Code of Conduct states:

1. Councillors will attend all training required by the *Municipal Government Act* to be provided to Councillors, as well as any additional training directed by Council.

It is anticipated that the Onboarding and Orientation materials will be provided to the Mayor-elect and Councillors-elect on October 19, 2021.

Attachments

- 1. 2021 Council Onboarding/Orientation Training Plan
- 2. Additional Topics To Be Covered
- 3. Council and Committee November/December 2021 Calendar

Others Reviewing this Report

- C. Owen, Deputy City Manager, Communications and Engagement
- K. Armstrong, Deputy City Manager, Employee Services
- M. Persson, Deputy City Manager and Chief Financial Officer, Financial and Corporate Services
- A. Laughlin, Deputy City Manager, Integrated Infrastructure Services
- G. Cebryk, Deputy City Manager, City Operations
- R. Smyth, Deputy City Manager, Citizen Services
- S. McCabe, Deputy City Manager, Urban Planning and Economy
- K. Fallis-Howell, Acting City Solicitor

Page	106	of 541
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DAILY SCHEDULE - ONBOARDING

Training to take place OUTSIDE Council Chambers
Week of: October 18

	10/18 MONDAY	10/19 TUESDAY	10/20 WEDNESDAY	10/21 THURSDAY	10/22 FRIDAY
8:00 AM 8:15 AM 8:30 AM 8:45 AM			OFFICE SET UP	OFFICE SET UP	OFFICE SET UP
9:00 AM 9:15 AM 9:30 AM 9:45 AM			ONBOARDING: MEET AND GREET & OFFICE TOUR	ONBOARDING: TRAINING ON PROCEDURAL RULES (Chambers)	HR, PERSONNEL PROCESSES (i.e. payroll and benefits paperwork)
10:00 AM 10:15 AM 10:30 AM		TRANSITION DAY (Moving staff/Council in and out)			
10:45 AM 11:00 AM 11:15 AM 11:30 AM			ONBOARDING: IT, DEVICES AND SET UP	ONBOARDING: LEGISLATIVE & PROCEDURAL RULES (Chambers)	IT, DEVICES and SET UP
11:45 AM 12:00 PM 12:15 PM					
12:30 PM 12:45 PM 1:00 PM				LUNCH/FREE TIME	
1:15 PM 1:30 PM 1:45 PM 2:00 PM 2:15 PM	ELECTION DAY	MAYOR-ELECT MEETING WITH CITY MANAGER	HR, PERSONNEL PROCESSES (i.e. payroll and benefits paperwork.)	ONBOARDING: PUBLIC HEARING/LAND USE PLANNING	GOOGLE TRAINING
2:30 PM 2:45 PM 3:00 PM		TRANSITION DAY (Moving staft/Council in and out)	ONBOARDING: WORKPLACE LEGISLATION AND STANDARDS (i.e. OH&S, WCB, etc.)		SUPPORT IN SETTING UP REMOTE WORK
3:15 PM 3:30 PM 3:45 PM 4:00 PM			ONBOARDING: GOOGLE TRAINING	ONBOARDING: MEET and GREET with the CITY MANAGER	
4:15 PM 4:30 PM 4:45 PM 5:00 PM			ONBOARDING: SUPPORT IN SETTING UP REMOTE WORK	ONBOARDING: MEET and GREET WITH CITY AUDITOR	HR, PERSONNEL PROCESSES (i.e. payroll and benefits paperwork.)
5:15 PM 5:30 PM 5:45 PM					
6:00 PM 6:15 PM 6:30 PM					
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DAILY SCHEDULE - ONBOARDING Training to take place OUTSIDE Council Chambers Week of: October 25

	10/25 MONDAY	10/26 TUESDAY	10/27 WEDNESDAY	10/28 THURSDAY	10/29 FRIDAY
8:00 AM 8:15 AM 8:30 AM	OFFICE SET UP	OFFICE SET UP	OFFICE SET UP	OFFICE SET UP	OFFICE SET UP
8:45 AM					
9:00 AM				HR, PERSONNEL PROCESSES (i.e.	
9:15 AM			ONBOARDING: COUNCIL MEETING	payroll and benefits paperwork)	
9:30 AM			WITH CITY MANAGER (Mandatory)		
9:45 AM					HR, PERSONNEL PROCESSES (i.e.
10:00 AM	ONBOARDING: CITY HALL TOUR		ONBOARDING: MEETING AND		payroll and benefits paperwork)
10:15 AM			VOTING LOGISTICS	ONBOARDING: SECURITY	
10:30 AM		OFFICIAL PHOTO SESSION		PROTOCOLS	
10:45 AM					
11:00 AM	ONBOARDING: REHEARSAL TIME FOR		ONBOARDING: eSCRIBE & DILIGENT		
11:15 AM	SWEARING IN CEREMONY		TRAINING		
11:30 AM				ONBOARDING: AUMA PENSION SESSION	IT, DEVICES and SET UP
11:45 AM					
12:00 PM					
12:15 PM					
12:30 PM					
12:45 PM	MAYOR AND COUNCIL LUNCHEON	MAYOR & COUNCIL LUNCHEON WITH ELT		LUNCH/FREE TIME	
1:00 PM					
1:15 PM					
1:30 PM					
1.001 W					
1:45 PM	GOOGLE TRAINING	SWEARING-IN CEREMONY			HR, PERSONNEL PROCESSES (i.e.
2:00 PM				ONBOARDING: MEDIA RELATIONS	payroll and benefits paperwork)
2:15 PM			ONBOARDING: INTRODUCTION TO THE OFFICE OF THE CITY CLERK	TRAINING	
2:30 PM		INAUGURAL COUNCIL MEETING (Appointments)	SERVICES		
2:45 PM					
3:00 PM					
3:15 PM	HR, PERSONNEL PROCESSES (i.e. payroll and benefits paperwork)	RECEPTION WITH MAYOR/COUNCIL			
3:30 PM		AND INVITED GUESTS		ONBOARDING: COMMUNICATIONS	
3:45 PM				AND ENGAGEMENT COUNCIL SERVICES (Speech and Brief Writing)	IT, DEVICES and SET UP
4:00 PM					
4:00 PM					
4:30 PM					
4:45 PM					
5:00 PM					
5:15 PM					
5:30 PM					
5:30 PM 5:45 PM					
6:00 PM					
6:15 PM					
6:30 PM					

DAILY SCHEDULE - ORIENTATION - COUNCIL SCHOOL

Training to take place in Council Chambers

Week of: November 1

	11/1 MONDAY	11/2 TUESDAY	11/3 WEDNESDAY	11/4 THURSDAY	11/5 FRIDAY			
8:00 AM								
8:15 AM								
8:30 AM								
8:45 AM								
9:00 AM	WELCOME AND INTRODUCTIONS TO ELT							
9:15 AM				SERVING EDM: STRATEGIC PRIORITIZED RELATIONSHIPS AND				
9:30 AM		MANAGING THE CORP: DIVERSITY &		PARTNERSHIPS				
9:45 AM		INCLUSION Part 1 (GBA+, Art of Inclusion, Anti Racism)	MANAGING THE CORP: BUDGET PROCESS & FINANCIAL REPORTING		PLANNING FOR THE FUTURE: CITY PLAN			
10:00 AM		inclusion, Anti Racismy						
10:15 AM				SERVING EDM:				
10:30 AM	COUNCIL SESSION - LEARNING FROM COUNCIL			INTERGOVERNMENTAL CONTEXT & INITIATIVES				
10:45 AM								
11:00 AM		MANAGING THE CORP: DIVERSITY &						
11:15 AM		INCLUSION PART 2 (Anti Racism continued, Employee Resource	MANAGING THE CORP: LAND MANAGEMENT AND LAND	SERVING EDM: LISTENING &	PLANNING FOR THE FUTURE: FROM POLICY TO A HOME			
11:30 AM		Network, Corporate Accessibility Plan)	accessibility DEVELOPMENT L	LEARNING (PUBLIC ENGAGEMENT & RESEARCH)				
11:45 AM								
12:00 PM								
12:15 PM								
12:30 PM			LUNGU/FREE TIME					
12:45 PM	LUNCH/FREE TIME							
1:00 PM								
1:15 PM								
1:30 PM								
1:45 PM			MANAGING THE CORP: INDIGENOUS FRAMEWORK	SERVING EDM: AFFORDABLE HOUSING & HOMELESSNESS RESPONSE	PLANNING FOR THE FUTURE:			
2:00 PM	MANAGING THE CORP: WHAT				ECONOMIC LANDSCAPE			
2:15 PM	DEPARTMENTS DO, AND WHO IS WHO	MANAGING THE CORP: EMPLOYEE EXPERIENCE (Cultural Commitments,						
2:30 PM		Leadership Competencies, Respectful Workplace, etc.)						
2:45 PM		, , , , , ,		SERVING EDM: COMMUNITY SAFETY	PLANNING FOR THE FUTURE:			
3:00 PM				& WELLBEING TASK FORCE RECOMMENDATIONS	ZONING BYLAW RENEWAL			
3:15 PM	MANAGING THE CORP: CORPORATE		SERVING EDM: MAJOR SHIFTS IN SERVICES FOR 2021-22					
3:30 PM	POLICY FRAMEWORK							
3:45 PM		MANAGING THE CORP: OUR UNION PARTNERS/COLLECTIVE		SERVING EDM: ETS RIDERSHIP	PLANNING FOR THE FUTURE: BUSINESS PLANNING/LOCAL			
4:00 PM		BARGAINING		RECOVERY	ECONOMY ECONOMY			
4:15 PM								
4:30 PM	MANAGING THE CORP: STRATEGIC PLANNING FRAMEWORK (Connect		SERVING EDM: CLIMATE RESILIENCY					
4:45 PM	Edmonton, corporate business planning, ERM, EPM)	MANAGING THE CORP: EMERGENCY	SERVING EDIVI. CLIMATE RESILIENCY	SERVING EDM: SNOW AND ICE	PLANNING FOR THE FUTURE:			
5:00 PM	, , ,	MANAGEMENT (Pandemic Update)		PROGRAM	SOCIAL FORECASTS			
5:15 PM								
5:30 PM								
6:00 PM								
7:00 PM				DEPARTING COUNCIL DINNER				
8:00 PM								

DAILY SCHEDULE - ORIENTATION - GOVERNANCE EXCEL

Training to take place in Council Chambers
Week of: November 8

1:15 PM 1:30 PM 1:45 PM 2:00 PM 2:15 PM 2:30 PM 2:30 PM 2:45 PM 3:00 PM 3:15 PM	
8:30 AM 8:45 AM 9:00 AM 9:15 AM 9:30 AM 0-45 AM 10:00 AM 10:15 AM 11:30 AM 11:15 AM 11:30 AM 11:45 AM 11:20 PM 12:15 PM 12:30 PM 11:5 PM 10:00 PM 1	
8-45 AM 9:00 AM 9:15 AM 9:30 AM 9:45 AM 10:00 AM 10:15 AM 10:30 AM 10:45 AM 11:10 AM 11:15 AM 11:20 AM 12:20 PM 12:15 PM 12:30 PM 1-15 PM 1-15 PM 1-10 PM 1-15 PM 1-15 PM 2-20 PM 1-15 PM 2-20 PM 1-15 PM 2-20 PM 2-15 PM 2-20	
9:00 AM 9:15 AM 9:10 AM 9:30 AM 9:45 AM 10:00 AM 10:15 AM 10:30 AM 10:45 AM 11:10 AM 11:15 AM 11:30 AM 11:20 PM 12:15 PM 12:30 PM 12:45 PM 13:00 PM 1:5 PM 1	
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10:45 AM 11:00 AM 11:15 AM 11:30 AM 11:45 AM 12:200 PM 12:45 PM 1:00 PM 1:45 PM 1:45 PM 1:45 PM 1:45 PM 1:45 PM 2:00 PM 2:15 PM 3:00 PM 3:15 PM 3:00 PM 3:15 PM	
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1:30 PM 1:45 PM 2:00 PM 2:15 PM 2:30 PM 2:30 PM 3:00 PM 3:15 PM	COUNCIL OFF
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3:15 PM	
3:15 PM	
BREAK	
3:30 PM BREAK BREAK	
3:45 PM	
4:00 PM	
4:15 PM	
4:30 PM GOV EXCELLENCE: GOVERNANCE TRAINING CONTINUED GOV EXCELLENCE: AGENCIES, GOV EXCELLENCE: COUNCILORS	
4:45 PM BOARDS, AND COMMISSIONS RULES OF ENGAGEMENT	
5:00 PM	
5:15 PM	
5:30 PM	
5:45 PM	
6:00 PM	

Departments from across the corporation provided 40+ topics to be covered during Orientation - Council School (November 1-5). While each suggested topic is of importance, only a limited number of topics can be covered during the five day training period. For reference, 17 topics were covered during the 2017 Council Orientation; 14 presented during the week of training, and 3 during regular rotation.

The below chart outlines topics initially proposed for Council School, which after careful consideration, are now recommended to be covered outside of the Orientation window (November 1-10), and instead provided as part of the broader Orientation context for the new Council term (November 15 - onward). Below is not a comprehensive list of all topics that will be covered through additional training. This list is subject to change.

Topics To Be Covered At a Later Date

TOPIC	DESCRIPTION	ALTERNATIVE APPROACH		
Managing the Corp: How Property Tax Works	Provides high level basics of the assessment process and how assessments relate to taxes. Includes what does and does not generate revenue to support Council decision making.	Provide two stand alone training sessions outside the Onboarding/Orientation window.		
Managing the Corp: Growth Management Framework	Overview of the Growth Management Framework, and achieving the goals of the City Plan.	Include briefing material in the Council Orientation Package.		
Managing the Corp: Development Incentive Tools	Summary of existing tools used to support economic development. Material is similar to what is in the Opportunities to Advance	Include briefing material in the Council Orientation Package, and provide a stand alone session .		

	Major Infrastructure Projects report.	
Managing the Corp: Environmental Requirements (ENVISO)	Overview of the City's environmental management system.	Any mandatory training provided as a stand alone session .
Managing the Corp: Procurement Overview	To provide an overview of procurement processes, trade agreements, lobbying, role of Council in the procurement process.	Include briefing material in the Council Orientation Package, and provide a stand alone session. In addition material to be covered in Council Assistants training.
Managing the Corp: Employee Experience	Cultural Commitments, Leadership Competencies, Respectful Workplace, etc.	Session remains in the Orientation schedule, but more time is needed to cover material. Additional material will be provided in a stand alone session .
Managing the Corp: Enterprise Commons	Provide an overview of EC and major milestones of the project.	Include briefing material in the Orientation Package, offer a stand alone session , and provide Council Assistant Training.
Managing the Corp: Indigenous Awareness Training	To gain understanding of the history and impacts of Residential Schools, resilience, and Indigenous ways of knowing, in order for Council to better serve citizens and support COE employees and colleagues.	Stand alone session led by an Elder.
Serving EDM: Service Design Innovation and	How do we ensure services are relevant, effective and efficient? Including: Innovation and	Include briefing material in the Council Orientation Package.

Continuous Improvement	continuous improvement (including red tape reduction); service reviews; Customer Experience and Human-Centered Solutions.	
Serving EDM: 311 and Customer Access	Overview of how 311 connects citizens to the information they need.	Include briefing material in the Council Orientation Package and provide Council Assistant Training.
Serving EDM: Data Analytics	Inviting Edmontonians to play a larger role in shaping the community. Open data portal, awareness of data capabilities (i.e. GIS tools, COVID dashboards).	Include briefing material in the Council Orientation Package.
Serving EDM: Social, Community & Neighbourhood Services	Overview of services provided within neighbourhoods and communities (NET, NRCs, CBSWS, etc.)	Include briefing material in the Council Orientation Package.
Serving EDM: Community Grants	Overview of Community Based Grant programs (i.e. CIOG and FCSS).	Include briefing material in the Council Orientation Package, and offer a stand alone session .
Serving EDM: Parks and Roads	Review of Safe Mobility Strategy and Operational Levels	Include briefing material in the Council Orientation Package, and offer a stand alone session .
Serving EDM: Waste Strategy	Provide an overall summary of program, and review upcoming impact and decision points	Include briefing material in the Council Orientation Package, and offer a stand alone session .

Onboarding/Orientation

Serving EDM: Infrastructure Strategy/Infrastructure **Asset Management**

Provide Council with an overview of the City's Infrastructure Strategy, a guiding document that guides reinvestment in municipal assets that support the services provided to citizens. The Infrastructure Strategy sets out an agreed-upon path forward for infrastructure asset management that is aligned with Council's vision and corporate strategic plans and sets the mandate for asset management processes in the City.

Include **briefing material** in the Council Orientation Package, and offer a **stand** alone session.

Sunday	ı	Monday	Tı	uesday	We	dnesday	Th	ursday	F	riday	Saturday
		-							1		2
3	4		5	AMSC Governance Committee	6		7	AUMA Executive Committee	8		9
10	11	Thanksgiving Day	12		13		14 8:30 a - 12:30 p	Edmonton Metropolitan Region Board Meeting	15		16
17	18	Election Day	19	Council Onboarding	20	Council Onboarding	21 12:00 - 5:00 p	Council Onboarding Edmonton Police Commission	22	Official Election Results Council Onboarding	23
24	25	Council Onboarding	26 1:30 - 2:15 p 2:15 - 2:45 p	Council Onboarding Swearing-in Ceremony City Council Inaugural Meeting	27 9:00 - 10:00 a 3:30 - 4:00 p	Council Onboarding City Council (Meeting with City Manager) Community and Public Services Committee (Appointment of Chair)	28	Council Onboarding	29 200 - 3:30 p	Council Onboarding EPCOR Shareholder Meeting (3rd Quarter Review and Annual Planning)	30
31					4:00 - 4:30 p	Urban Planning Committee (Appointment of Chair)					

November 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 9:30 a - 5:30 p City Council (Orientation)	2 9:00 - 9:30 a Agenda Review Committee 9:30 a - 5:30 p City Council (Orientation)	3 9:30 a - 5:30 p City Council (Orientation)	4 AUMA Board Diwali 9:39 a - 5:39 p City Council (Orientation)	5 9:30 a - 5:30 p City Council (Orientation)	6
7	8 9:30 a - 12:00 p Community and Public Services Committee 1:30 - 5:30 p City Council (Orientation)	9 9:00 - 9:30 a Agenda Review Committee 9:30 a - 12:00 p Urban Planning Committee 1:30 - 5:30 p City Council (Orientation)	1 O 9:30 a - 12:00 p Executive Committee 1:30 - 5:30 p City Council (Orientation)	1 1 Remembrance Day 1:30 - 3:30 p Edmonton Metropolitan Region Board Audit & Finance Committee Meeting	12	13
14	15 9:30 a - 12:00 p Community and Public Services Committee 12:15 - 1:15 p Council Services Committee 1:30 - 5:30 p Urban Planning Committee	16 Explore Edmonton Shareholder 9:00 - 9:30 a Agenda Review Committee 9:30 a - 5:30 p Executive Committee	17 AUMA Convention	18 AUMA Convention 12:00 - 5:00 p Edmonton Police Commission	19 AUMA Convention	20 EEDC Shareholder Meeting
21	22 9:45 a - 5:45 p City Council (Budget Adjustments presentation)	23 9:00 - 9:30 a Agenda Review Committee 12:00 - 1:30 p homeEd Shareholder Meeting 1:30 - 9:30 p City Council Public Hearing	24 AUMA Audit and Finance Committee 9:39 a - 12:99 p City Council (continuation)	25 10:00 a - 12:00 p EPCOR Orientation 12:00 - 1:00 p EPCOR Lunch (optional) 1:00 - 2:30 p EPCOR Shareholder Meeting	26 9:30 a - 5:30 p Utility Committee	27
28	29 9:30 a - 5:30 p Community and Public Services Committee 12:15 - 1:15 p EPL	30 8:30 - 9:30 a Agenda Review Committee 9:30 a - 5:30 p Urban Planning Committee				

Page 116 of 541

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 9:30 a - 5:30 p Executive Committee	2 9:00 a - 12:00 p AUMA Executive Committee 9:00 a - 12:00 p Explore Edmonton Board	3 9:30 a - 5:00 p Audit Committee	4
5	6 9:30 a - 5:30 p City Council	7 1:30 - 9:30 p City Council Public Hearing	8 AUMA New Board Member Orientation 9:30 a - 12:00 p City Council (continuation) 1:30 - 9:30 p Non-Stat Public Hearing (Budget)	9 8:30 a - 12:30 p Edmonton Metropolitan Region Board Meeting	10	11
12	13 9:30 a - 5:30 p City Council (Budget Adjustments)	14 9:30 a - 5:30 p City Council (Budget Adjustments)	9:30 a - 5:30 p City Council (Budget Adjustments) 6:00 - 8:00 p AUMA Board (AUMA/AMSC Joint Board Dinner)	16 AUMA Board 12:00 - 5:00 p Edmonton Police Commission	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	