

AMCTO's Corporate Training

Council Orientation – Council/Staff Relations

1-Day Workshop

Description of the workshop:

The 2018 municipal election may result in changes to the composition of your council. New and returning council members will benefit from effective training programs to meet the challenges of the 2018-2022 term of office. This workshop will address key components recommended for inclusion in an initial orientation program and discuss best practices on how to present this program to enable you to assist the incoming council.

The workshop will help you establish an effective orientation program as well as the recommended components of the program, including the basics of meeting procedures and agendas; open/closed meetings; privacy/records; differentiating and examining the roles and responsibilities of council and staff; addressing the decision-making process and outside influences; examining ways you can assist and support your new council throughout its term of office. The workshop will also examine relevant court decisions pertaining to councillor conduct and authority.

The workshop will also review how to evaluate and develop strategies for addressing your relationship with your council. Considering respective roles, what is working and where the challenges are and how to move forward effectively. A new council and getting off to a good start is critical and a well-planned council orientation is key.

What you will learn:

- What decisions need to be made prior to establishing an orientation program
- Recommended components of an orientation program
- How best to provide ongoing support and guidance to members of council
- How to assist councillors in identifying and avoiding pitfalls

Why attend:

Getting your council off to a good start so that they, and you, can look forward to a productive term and a positive relationship.

Who should attend?

Municipal leaders including CAOs, Clerks, Solicitors and related staff as well as Human Resources professionals will benefit from attending this workshop.