

.....the election is over, now what?

SAMPLE ORIENTATION GUIDE

A good place to start is the development of an orientation package for newly elected officials. Some suggestions of what may be included are:

Section 1 – GENERAL INFORMATION

- a. Time & Place of Council Meetings
- b. Council Rules & Procedures
- c. Copies of Minutes of Last Five Council Meetings
- d. Duties of Mayor & Councillors
- e. Dress Code / Proper etiquette in addressing Council / What Staff are to attend meetings / Procedures on addressing media / Where to sit
- f. Procedure on after-hour incidents
- g. Brief Outline – Current Issues

Examples:

- Snow Clearing Services
- Economic Development Status
- Status Report of Ongoing Capital Works Projects

Section 2 – FINANCIAL INFORMATION

- a. Copy of past year & current budget
- b. Latest Financial Statements
- c. Latest Five Year Capital Works Program
- d. 2014 Budget Process

Section 3 – ADMINISTRATION

- a. Organization Chart & List of Staff Members
- b. Resumes of Senior Management
- c. Pension Plan & Group Insurance Information
- d. Hours of Work
- e. Stat Holidays for the Year
- f. Roles of Management Staff
- g. Councillor's Agenda Packages/Correspondence and Method of Distribution
- h. Contact Personnel in Regional Office & Head Office of the Dept. of Municipal Affairs
- i. Labour Relations and Collective Agreement
- j. MNL Convention/Training for New Councillors Sessions
- k. Fire Dept. Services & Personnel

Section 4 – LEGISLATION AND COUNCIL REGULATIONS

- a. Municipalities Act, 1999
- b. Committees of Council
- c. Council and Staff Travel Policy
- d. Urban & Rural Planning Act
- e. Labour Standards Act
- f. Municipal Land Use, Zoning Subdivisions and Development Regulations
- g. Municipal Regulations (Any regulations relevant to your Municipalities Samples;
 - Bicycle Helmet Regulations
 - Animal Control Regulations
 - Anti-Litter Regulations
 - Fence Regulations
 - Garbage Regulations
 - Occupancy & Maintenance Regulations
 - Park & Recreation Regulations
 - Snow Clearing Regulations

Section 5 – ADDITIONAL INFORMATION

- a. Municipal Map
- b. Municipal Planning Area Map
- c. Municipal Plan
- d. Municipal Emergency Preparedness Plan
- e. Robert's Rules of Procedure
- f. Municipal Councillor's Handbook
- g. Privacy Act

HELPFUL ORGANIZATIONS

- Department of Municipal Affairs
- Municipalities Newfoundland and Labrador
- Professional Municipal Administrators
- Municipal Assessment Agency
- Newfoundland and Labrador Association of Fire Services
- TRIO (Life-Health-Pension)

FIRST COUNCIL MEETING

- Swearing in of new Council

- Delivery of the Oath of Office
- Procedures during Council Meetings – Robert’s Rules of Order
- Fill out Disclosure Statements & explain exactly what should be included on them and their importance

IMPORTANT AREAS THAT COUNCILLORS NEED BRIEFING ON

- Taxation
- Tax Exemptions
- Urban and Rural Planning Act
- Conflict of Interest
- Gas Tax Funding
- ICSP
- PSAB