



Council Orientation and Training Policy
O-088-20

Effective Date:
September 22,
2025

Part 1 Purpose

- 1.1 The purpose of the Council Orientation Policy is to help the Warden and councillors understand the responsibilities of the office to which they have been elected, and the legislation, bylaws, and policies (and ongoing changes in these) that influence and direct their work. In order to achieve the best possible governance structure and representation, all councillors shall attend the orientation as a team building activity.

Part 2 Orientation

- 2.1 Councillors will have an orientation session within two months of election, with ongoing orientation on an as-needed basis;

- 2.2 Content of the orientation shall include, but is not limited to:

2.2.1 Background

- 2.2.1.1 Introduction/updates - applicable provincial/federal legislation
- 2.2.1.2 Acronyms and terms
- 2.2.1.3 Misc. housekeeping items & communications

2.2.2 Executive Office Overview

- 2.2.2.1 Role of Council
- 2.2.2.2 By-laws, Policies, Motions
- 2.2.2.3 Rules of Order
- 2.2.2.4 Role of Warden & Deputy Warden
- 2.2.2.5 Role of Committee Chairs and Vice-Chairs
- 2.2.2.6 Structure and protocol of meetings
- 2.2.2.7 Confidentiality, ethics and conflict of interest

2.2.3 Operations Overview

- 2.2.3.1 Office of the CAO
- 2.2.3.2 Finance
- 2.2.3.3 Policy & Governance
- 2.2.3.4 Asset Management & Capital Projects
- 2.2.3.5 Development Services & Compliance
- 2.2.3.6 Public Works
- 2.2.3.7 Recreation
- 2.2.3.8 Organization Structure

2.2.4 Situation Analysis



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- 2.2.4.1 Legal Matters
- 2.2.4.2 Asset management
- 2.2.4.3 Emergency response
- 2.2.4.4 Planning and development
- 2.2.4.5 Public Works
- 2.2.4.6 Intergovernmental Affairs
- 2.2.4.7 Inter-municipal agreements

2.2.5 Tour of Municipal Assets and Projects.

Part 3 Training

3.1 In addition to the orientation session outlined in Part 2, there will be on-going training for Council over their term of office. It is the responsibility of Council to approve funding for this training; it is the responsibility of the CAO to coordinate these sessions. Time shall be set aside in the Fall and in the Spring for training. This training may include (but is not limited to):

- 3.1.1 Team building
- 3.1.2 Decision making
- 3.1.3 Conflict of Interest (within first 6 months, refresher at 2 years)
- 3.1.4 Code of Conduct (per Provincial requirements)
- 3.1.5 Respectful workplace
- 3.1.6 Meeting rules of order (refreshers as needed)
- 3.1.7 Freedom Of Information and Protection Of Privacy (within first 6 months, refresher at 2 years)
- 3.1.8 Political acuity

3.2 Councillors may request training on specific topics by submitting suggestions in writing to the CAO.

Part 4 Orientation Package

4.1 The CAO shall be responsible for the development and preparation of a Council Orientation Package, to be given to the Warden and each councillor at the time of orientation;

4.2 The Orientation Package shall contain the information in 2.2 above, as well as all relevant policies and other documents.

Part 5 Other Sessions

MUNICIPALITY OF THE DISTRICT OF YARMOUTH




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- 5.1 As part of the orientation process, the following other sessions will take place:
 - 5.1.1 session to review all committees and make committee appointments
 - 5.1.2 strategic planning session for Council to discuss and determine its priorities

Part 6 Review

- 6.1 This policy and the Orientation Package shall be reviewed by Council at least once every 4 years.

Chief Administrative Officer’s Annotation for Official Policy Book	
Date of Notice to Council members of Intent to Consider (7 days Min)	September 15, 2025
Date of Passage of current Policy	September 22, 2025
I certify that this Council Orientation and Training Policy O-088-20 was adopted by Council as indicated above.	
 _____ Chief Administrative Officer	<u>September 23, 2025</u> Date

Date last reviewed by Council: September 22, 2025

Date last amended: September 22, 2025

Amendment Log

Date	Amendment Description
September 22, 2025	<ul style="list-style-type: none"> Section 2.1 – replaced one with two months Removed sections 2.2.1.2 through 2.2.1.4 Added Section 2.2.1.6 Added Section 2.2.2 Executive Office Overview Added Section 2.2.4



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- Removed Section 2.2.4.2
- In Section 2.2.4.1 removed "Key areas of concern"
- Removed Section 2.2.4.2
- Section 3.1 rephrased the last sentence to state "Time shall be set aside in the Fall and in the Spring for training. In the last sentence removed the word "will".
- Section 3.1.1 removed "(within first 3 months, session once per year)"
- Section 3.1.2 removed "(within first 6 months)"
- Section 3.1.4 rephrased to state "(per Provincial requirements)"
- Section 3.1.5 removed "(within first 3 months, session once per year)"
- Section 3.1.6 rephrased to state "(refreshers as needed)"
- Section 3.1.8 removed "(within first 6 months)"
- Added Section 3.2
- Section 4.2 changed 1.2 to 2.2.
- Part 5 changed to from Session to Sessions