

Council Orientation

Effective Date: November 4, 2014
Last Revised: April 14, 2026

1. **Policy Statement**

The City of Pitt Meadows will provide an orientation program for Pitt Meadows City Council after every local government election and by-election.

2. **Purpose**

The purpose of this policy is to establish guidelines for the Council orientation program to ensure Council members receive a comprehensive onboarding and orientation process that provides them with the necessary training and materials to prepare them for their new governance roles.

3. **Scope**

This policy applies to the orientation process for Pitt Meadows City Council.

4. **Exclusions**

This policy does not apply to the orientation process for City committees.

5. **Policy**

5.1 Roles and Responsibilities

- (1) The **Chief Administrative Officer** is responsible for the oversight and approval of the orientation program including the session topics and timeline.
- (2) The **Manager of Administrative Services** is responsible for the coordination of the orientation program, including the development of the overall

orientation schedule, coordination of presentations and tours, and the creation of a Council Orientation Manual.

- (3) **Council members** are responsible for making themselves available to attend and participate in the orientation sessions and tours. Council members are responsible for reviewing all reference materials provided and ensuring they understand their roles and responsibilities as elected officials.

5.2 Guidelines

- (1) Following each general local election, a Council orientation program will be offered to all new and returning Council members, and will include sessions and/or information provided on the following topics:
 - a) Overview of local government, including roles and responsibilities, decision making process, relevant provincial legislation, working relationship with the Chief Administrative Officer, and Council-Staff relations;
 - b) Overview of the City's governance and committee structure;
 - c) Council Procedure Bylaw, including meeting and agenda processes, rules for conduct and debate, and tips for chairing a meeting;
 - d) Significant bylaws, policies, plans and strategies;
 - e) Overview of organizational structure, strategic priorities, key departmental contacts, roles and responsibilities of each department, and current operational priorities;
 - f) Introduction to the annual business and budget planning process;
 - g) Overview of the Official Community Plan and community planning process in general;
 - h) Freedom of Information and Protection of Privacy Act, records management, and relevance to Council;
 - i) Local Government Leadership Academy (LGLA) training for newly elected officials and/or other external training opportunities, as available;
 - j) Overview of City technology relevant to Council, including cell phones, laptops or iPads, and the agenda management platform;
 - k) Tours of key assets, facilities and areas of the City;

- l) Overview of the role of the EOC (emergency operation centre) and the Policy Group (i.e. Council) during an emergency; and
 - m) Other sessions as deemed relevant and important by the Chief Administrative Officer.
- (2) A **Council Orientation Manual** will be compiled and distributed to all new Council members, as well as any returning members who wish to receive it. The Manual will include relevant information and materials to support the onboarding process, including:
- a) Municipal governance;
 - b) Council remuneration and expenses;
 - c) Roles and responsibilities;
 - d) Council meetings and procedures;
 - e) Key bylaws and policies;
 - f) Privacy law and records management;
 - g) Communications and public engagement;
 - h) Department and staffing information; and
 - i) Important regional, business and service relationships.
- (3) A tour of key City assets, facilities and areas of significance may include locations such as the following:
- a) City Hall and Annex Building
 - b) Pitt Meadows Family Recreation Centre
 - c) Community Policing Office
 - d) Pitt Meadows Public Library
 - e) Pitt Meadows Fire Department
 - f) Pitt Meadows Senior Centre
 - g) Pitt Meadows Works Yard
 - h) Pitt Meadows Art Gallery
 - i) Pitt Meadows Museum & Archive
 - j) Pitt Meadows Athletic Park / Arena
 - k) One of Pitt Meadows' pump stations
 - l) Other sites of strategic priority e.g. significant lands under development or City infrastructure under construction

- m) Local farming operations
 - n) Katzie First Nation
 - o) Pitt Meadows Regional Airport (YPK)
- (4) Following a by-election, the Chief Administrative Officer has the authority to determine the scope and content of the Council orientation program.

6. Related Policies

None.

[DELETED; details included in s. 5.2.2 instead]