

**Policy**

The Village of Innisfree will provide all members of Council, whether new or returning, with an orientation process at the beginning of each Council term. This will provide valuable information and understanding of the roles and responsibilities of Council members as defined by the *Municipal Government Act*, and specific information regarding the Village of Innisfree and its operations.

**Purpose**

The purpose of this policy is to provide for a proper orientation process to Council members.

**1.0 PROCEDURES**

- 1.1 It is critical to provide to every Council member, whether that member is a returning member or new to Council, with a comprehensive training session or sessions, as required, outlining the roles and responsibilities as defined by the *Municipal Government Act* or any succeeding Act. It is entirely appropriate to make use of the services of an external consulting firm to deliver this portion of the orientation.
  
- 1.2 The Chief Administrative Officer will also provide Council with a training session or sessions, as required, to provide all Council members with relevant information regarding the Village of Innisfree. The session(s) will include, but are not limited to:
  - a. Overview of the Organizational Chart;
  - b. Introduction of staff and their respective roles;
  - c. An overview of each department;
  - d. Review of the Procedural Bylaw and Council policies;
  - e. Review of the current and multi-year budget and budget development process as well as a financial overview of the municipality;
  - f. Overview of recently completed and ongoing capital projects;
  - g. Review of ongoing legal issues;
  - h. Review of critical documents including select bylaws, inter-municipal and other agreements, planning documents, strategic plans and major internal master plans.

**2.0 END OF PROCEDURE**