



# Council Orientation Agenda

## Tuesday, October 30<sup>th</sup>, 2018 – 7PM



1. Introduction of Management, Office Staff & Council Members
2. Introduction of “Public Works” Staff
3. Orientation
  - Required forms to be filled out
  - R.M. Contacts
  - Elected Officials Handbook Review
  - Procedures By-Law Review\*
  - Organizational By-Law Review\*
  - Council Compensation By-Law Review\*
  - Indemnity Sheet Review
  - Discussion of RM Committee’s (to be approved at Inaugural Meeting)
  - Calendar of Events
  - Policies: as listed under Administration Policy:
    - Respectful Workplace & Harassment Prevention Policy
    - Work alone policy
    - Municipal Employee Code of Conduct
    - Council Code of Conduct
    - General Policies book
    - Elected Officials Handbook Review
    - RM of Stuartburn Violent Incident Report Form
    - RM of Stuartburn Violence and Risk Assessment Checklist
    - Employee Survey – Risk of Violence Assessment
    - Oath of Office for members of Council
    - Council Indemnity Sheet Review
  - Recent Minutes
  - Monthly Statement
  - 2018 Financial Plan – *on website\**
  - 2017 Audited Financial Statement – *on website\**
  - Strategic Plan Document
4. Updates on Current RM of Stuartburn Issues
  - a) Legal Matters
  - b) Roads/Drainage /EMO-Emergency Plan / Asset Management Plan / Business Continuity Plan / Lagoon Upgrade
  - c) Developments “on the go” /Development Plan Review
  - d) Budget Process
5. Questions or Comments
6. Inaugural Meeting to follow Orientation
  - a) Committee Appointments
  - b) Signing Authority

*Due to registration timelines:*

  - c) **AMM Convention**
  - d) **MCDA Convention**

*\*Any documentation you wish to have a hard copy of, please let me know.*