

October 22, 2018

Our File: 0530-00/2018/IN

To newly elected Mayor & Council,

RE: Welcome to Local Government

On behalf of the Administration of the District of Houston, I wish to congratulate you all on your election as Mayor & Council for the District of Houston. The position you have been elected to hold is critical for setting the direction for our organization and the tone for the community. As Council's employee, it is my privilege to provide you and the other Council members with advice moving forward to ensure that Council is able to accomplish its vision for the community.

To ensure that you are able to effectively set the tone for the organization, staff have been preparing a series of seminars to provide you with the initial advice that will set you on the path to success in your new role. Our system of local government in British Columbia is set up in a manner where Council is a continuing body which must deal with issues, policies, and directions which were influenced by past Councils. Your role now is to participate in the most critical of decision making processes to ensure that the municipality remains on the right track, as identified by you, the Council.

Attached to this letter is an outline of the planned orientation sessions and workshops that we will be provided for Council members. It is my hope that these sessions will be engaging and will assist the development of a relationship between yourself and your fellow Council members. In your collective decision making role, understanding how each of you works as a team is critical to your success as stewards of the community. Even for those of you who are returning, these sessions will prove to be a valuable opportunity to build the relationship among Council.

Should you have any questions, please do not hesitate to contact me by phone (250-845-2238) or by email (cao@houston.ca) with your questions.

Respectfully Submitted,

Gerald Pinchbeck
Chief Administrative Officer

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October 29 – Council Orientation Day #1

1	8:30 AM – 10:00 AM	So now What?: Local Government 101
2	10:15 AM – 11:45 AM	The Ground Rules: A Guide to Good Governance
3	1:15 PM – 2:45 PM	Looking Forward: Setting Priorities & Delivering Outcomes
4	3:00 PM – 4:00 PM	Whose Line is it Anyway?: Council Meeting Simulation

October 30 – Council Orientation Day #2

1	8:30 AM – 10:00 AM	Wouldn't it be Nice if...: Service Planning & Delivery
2	10:15 AM – 11:45 AM	Follow the Money: Financial Governance
3	1:15 PM – 2:45 PM	A Vision for You: Community Development
4	3:00 PM – 4:00 PM	Do You See What I See?: Municipal Facility Tour

October 31 – Council Orientation Day #3

1	8:30 AM – 10:00 AM	What's in the Ground?: Asset Management for Councils
2	10:15 AM – 11:45 AM	You've Been Served: Risk Management & Liability
3	1:15 PM – 2:45 PM	You, Me and my Degree: Human Resource Management
4	3:00 PM – 4:00 PM	Who's Line is it Anyway?: Public Relations for Everyone

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November 6, 2018 – Inaugural Council Meeting

6:15 PM – 6:17 PM	Call to Order (Corporate Officer)
6:17 PM – 6:29 PM	Oaths of Office <ol style="list-style-type: none">1. Mayor-Elect Shane Brien2. Councillor-Elect Tim Anderson3. Councillor-Elect Tom Euverman4. Councillor-Elect Lisa Makuk5. Councillor-Elect Troy Reitsma6. Councillor-Elect Tom Stringfellow7. Councillor-Elect Jonathan Van Barneveld
6:30 PM – 7:29 PM	Inaugural Addresses <ol style="list-style-type: none">1. Mayor Brien2. Councillor Anderson3. Councillor Euverman4. Councillor Makuk5. Councillor Reitsma6. Councillor Stringfellow7. Councillor Van Barneveld
7:30 PM – 7:44 PM	Inaugural Meeting Business <ol style="list-style-type: none">1. Appointment of:<ol style="list-style-type: none">a. Deputy Mayorb. Committeesc. External Liaisonsd. Financial Signing Authorities2. Review of Regular Meeting Schedule
7:45 PM	Adjournment

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Wednesday, November 14, 2018, 1:00 PM – 4:00 PM – Parliamentary Procedure – Smithers

- Presenter: Lisa Zwarn
- Subjects: Council Meeting Procedure, Roberts Rules of Order, Assistance in Meetings

Friday, November 16, 2018 @ 3:30 PM – Saturday November 17, 2018 @ 4:00 PM – Strategic Planning Session – Firehall, 2nd Floor

- Facilitator: Kyle Stamm
- Subjects: SWOT, Priorities, Strategic Plan & Objectives

Wednesday, November 21, 2018, 8:00 AM – 4:00 PM – Law Seminar for Councils – Smithers

- Presenter: Don Lidstone, QC,
- Subjects: Council Liability, Conflict of Interest, Land Use Regulation, Labour Law, etc.

Saturday, December 15, 2018, 8:00 AM – 5:00 PM – Northwest Resource Benefits Alliance All Members' Meeting and Orientation – Terrace, BC

Thursday, January 30, 2018 – Friday, February 1, 2018 – Local Government Leadership Academy Elected Official's Seminar – Prince George, BC