

Law, Legislative Services & Security Report to
Council Services Committee
2025 March 05

ISC: UNRESTRICTED
CSC2025-0270

Proposed 2025 Council Orientation Agenda

PURPOSE

This report presents the proposed 2025 Council Orientation Agenda for approval.

PREVIOUS COUNCIL DIRECTION

Council Orientation Policy (CC034) directs the Chief Administrative Officer to present an agenda prepared for Council approval before every general municipal election.

RECOMMENDATIONS:

That Council Services Committee recommend that Council:

1. Approve the proposed 2025 Council Orientation Agenda (Attachment 2).

RECOMMENDATIONS OF THE COUNCIL SERVICES COMMITTEE, 2025 MARCH 5:

That Council:

1. Approve the proposed 2025 Council Orientation Agenda (Attachment 2); and
2. **Bring any changes to the Council Calendar, if required, for the week of 17 November 2025 to the 3 November 2025 Organizational Meeting of Council.**

Excerpt from the Minutes of the Regular Meeting of the Council Services Committee, held 2025 March 5:

“Moved by Councillor Penner

That with respect to Report CSC2025-0270, the following be approved, **after amendment:**

That Council Services Committee recommend that Council:

1. Approve the proposed 2025 Council Orientation Agenda (Attachment 2); **and**
2. **Bring any changes to the Council Calendar, if required, for the week of 17 November 2025 to the 3 November 2025 Organizational Meeting of Council.**

MOTION CARRIED”

CHIEF ADMINISTRATIVE OFFICER/GENERAL MANAGER COMMENTS

The City Solicitor & General Council concurs with this report.

HIGHLIGHTS

- The *Municipal Government Act*, RSA 2000, c M-26, as amended (“*Municipal Government Act*”) requires a municipality to offer orientation training to each Councillor within prescribed timelines, and each Councillor must attend.
- Council Orientation Policy (CC034) requires the Chief Administrative Officer to coordinate the development and delivery of a Council orientation and secure Council Approval for the agenda before every general municipal election.

Proposed 2025 Council Orientation Agenda

- The development of the proposed 2025 Council Orientation Agenda is informed by involvement of the Ethics Advisor and extensive engagement with Members of Council and their staff, Executive Leadership Team and various members of Administration.
- The proposed Orientation Agenda reflects the engagement and attempts to balance the “amount and pace” of information provided with “capacity and need” to immediately position Members of Council to effectively fulfill their roles and discharge their duties.
- Formal Council Orientation will conclude 2025 December and ongoing professional development opportunities will be available beginning Q1 2026.

DISCUSSION

Section 201.1 of the *Municipal Government Act* (Attachment 3) requires a municipality to offer orientation training to each Member of Council on specified topics and within certain time frames, and each Member of Council is required to attend. Topics include the role of municipalities in Alberta, roles and responsibilities of councillors and Council, Code of Conduct, key municipal plans/policies/projects and budgeting and financial information.

CAO Duckworth delegated the responsibility of leading the 2025 Council Orientation preparation to the City Solicitor & General Counsel, who engaged staff within her office, the Chief Administrator’s Office and Council’s Ethics Advisor to develop the proposed 2025 Council Orientation Agenda.

The proposed 2025 Council Orientation Agenda (Attachment 2) is based on engagement with all Members of Council and their staff (as determined by each Member of Council), the Executive Leadership Team and select Members of Administration. Additional considerations include legislative requirements, Council Orientation Policy (CC034), the approved 2025 Council calendar, Council orientation programs from other Municipalities and Council orientation guides from other organizations such as the Government of Alberta and Canadian Association of Municipal Administrators.

Key highlights of the proposed 2025 Council Orientation Agenda include:

- Legislative requirements are addressed;
- In-person relationship building opportunities;
- Institute of Corporate Directors training;
- Timing and pace of information is aligned with Council and Committee meetings to support effective participation;
- Unscheduled time to address office and constituent matters;
- Orientation material will be delivered in a variety of formats; and
- Enhanced training opportunities for Council Member staff.

Formal Council orientation will conclude in 2025 December, and additional professional development opportunities will be available commencing in Q1 2026 for both Members of Council and their staff.

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EXTERNAL ENGAGEMENT AND COMMUNICATION

- | | |
|--|---|
| <input type="checkbox"/> Public engagement was undertaken | <input checked="" type="checkbox"/> Dialogue with interested parties was undertaken |
| <input type="checkbox"/> Public/interested parties were informed | <input checked="" type="checkbox"/> Public communication or engagement was not required |

IMPLICATIONS

Social, Environmental & Economic

No Social, Environmental or Economic implications

Service and Financial Implications

No anticipated financial impact

RISK

A well-organized and thoughtful orientation program will position Council and their staff to effectively discharge their roles and responsibilities.

ATTACHMENTS

1. Previous Council Direction
2. Proposed 2025 Council Orientation Agenda
3. Municipal Government Act, RSA 2000, c M-26, as amended s.201.1
4. Presentation

Department Circulation

General Manager/Director	Department	Approve/Consult/Inform
Jill Floen	Law, Legislative Services & Security	Approve
David Duckworth	Chief Administrative Officer	Inform

City Clerk's: J. Palaschuk / F. Oloko