

Law, Legislative Services & Security Report to
Executive Committee
2025 June 17

ISC: UNRESTRICTED
EC2025-0640

2025 Council Orientation Update

PURPOSE

Modernize and streamline Council orientation planning to increase resource efficiency for both Council and Administration.

PREVIOUS COUNCIL DIRECTION

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

RECOMMENDATION(S):

That Executive Committee recommend that Council:

1. Rescind Council Orientation Policy (CC034)

RECOMMENDATION OF THE EXECUTIVE COMMITTEE, 2025 JUNE 17:

That Council rescind Council Orientation Policy (CC034).

CHIEF ADMINISTRATIVE OFFICER/GENERAL MANAGER COMMENTS

The City Solicitor & General Council concurs with this report.

HIGHLIGHTS

- In 1992, Council filled a legislative gap and adopted a policy that created a framework for the development of a Council orientation program, which is delivered following a general municipal election and by-election.
- The current Council Orientation Policy (CC034) requires Council approval for the orientation agenda before every general municipal election.
- In 2016, the *Municipal Government Act* was amended to regulate Council orientation. Apart from listing a few additional orientation topics, and details on which positions are to deliver the orientation, the Council Orientation Policy is largely redundant.
- Administration continues to comply with both the policy and legislative requirements, but unexpected situations (such as legislative changes to orientation requirements) can necessitate multiple Council approvals for an orientation agenda. This unnecessarily shifts Council and Administration's focus and resources away from high impact matters.
- The Chief Administrative Officer is committed to continued collaboration with Council Members to develop a high quality and effective orientation program, which will be formalized in an Administrative policy to streamline process. This will eliminate unnecessary reports and create efficiencies for both Council and Administration.
- Given the above, the Council Orientation Policy (CC034) is no longer required.
- Attachment 4 contains a revised 2025 Council Orientation Schedule that will be approved by the Chief Administrative Officer (or delegate) following Council's decision to rescind the Policy to address amendments to the *Municipal Government Act* (Bill 50).

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DISCUSSION

In 1992, Council adopted the Council Orientation Policy (CC034) to fill a legislative gap. The Policy created a framework for the development and delivery of a Council orientation program following a general municipal election and by-election. The Policy was amended over the years (current version is in Attachment 2), and it requires Council approval for the orientation agenda before every general municipal election.

In 2016 the *Municipal Government Act* was amended, requiring municipalities to offer orientation training to each Member of Council on certain topics, including the roles and responsibilities of Councillors and Council, key municipal plans/policies/projects, and budgeting and financial information (Attachment 3).

These requirements make the Policy requirements largely redundant. Although the Policy does identify a few additional orientation areas, many are covered in Council's Onboarding Program and those that are not will continue to be covered in the Orientation Program because it is necessary information for Members of Council. The Policy also identifies certain positions within the organization that are required to deliver various parts of the Council orientation. This is problematic, as those who most effectively deliver content may change from time to time, and the Chief Administrative Officer is best positioned to determine who that should be.

Administration continues to comply with both the policy and legislative requirements, and Council approved the 2025 Council Orientation Agenda in March 2025. Unexpected legislative changes to orientation requirements were adopted by the Legislature in May 2025, and it is necessary to amend the approved 2025 Council Orientation Agenda. This results in multiple Council reports and decisions on an orientation agenda, shifting Council and Administration's focus and resources away from high impact matters.

The Chief Administrative Officer is committed to continuing work with Council Members to develop a high quality and effective orientation program. Once the Council Orientation Policy is rescinded, an Administrative policy will be finalized that:

- formalizes the collaborative process used to develop the 2025 Council Orientation Program
- Commits to providing a briefing note to Council with the orientation agenda no later than the end of Q2 in the year of a general election.

Given the clear legislative requirements around Council orientation, the authority of the Chief Administrative Officer to develop and offer Council orientation, and the Chief Administrative Officer's continuing commitment to work with Council Members to develop Council Orientation Program agenda, the Council Orientation Policy (CC034) is no longer required. A draft Revised 2025 Council Orientation Agenda is attached as Attachment 4, and will be approved by Administration following Council's decision to rescind the Council Orientation Policy.

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EXTERNAL ENGAGEMENT AND COMMUNICATION

- | | |
|--|---|
| <input type="checkbox"/> Public engagement was undertaken | <input 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 and Economic Implications

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.

ATTACHMENT(S)

1. Previous Council Direction
2. Council Orientation Policy (CC034)
3. Municipal Government Act, RSA 2000, c M-26, as amended s.201.1
4. Draft Revised 2025 Council Orientation Agenda
5. Presentation

Department Circulation

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

City Clerks: K. Picketts / A. de Grood