



# REQUEST FOR DECISION

Meeting: October 14, 2025

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## Councillor Orientation

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### DESCRIPTION/BACKGROUND:

Councillor orientation has been a requirement in the MGA for several years. Recent legislative changes have placed new timelines on the orientation requirements. Previously, councils had 90 days to receive their orientation, but now, the orientation must occur according to the updated legislation:

#### Orientation training

*201.1(1) A municipality, in accordance with the regulations, must offer, and each councillor must attend, orientation training*

*a) on the following topics, to be held prior to or on the same day as the first organizational meeting following a general election required by section 192, or in the case of a councillor elected at a by-election, on or before the day that councillor takes the oath of office:*

- role of municipalities in Alberta;*
- municipal organization and function;*
- roles and responsibilities of council and councillors;*
- the municipality's code of conduct;*
- roles and responsibilities of the chief administrative officer and staff,*

*b) on the following topics, to be held prior to or on the same day as the first regularly scheduled council meeting, or in the case of a councillor elected at a by-election, within 90 days after that councillor takes the oath of office:*

- key municipal plans,*
- policies and projects;*
- budgeting and financial administration;*
- public participation;*

*any other topic prescribed by the regulations.*

*(2) A council may by resolution extend the time for orientation training under subsection (1)(b) by up to 90 days.*

We have scheduled October 30<sup>th</sup> for the councillor orientation. This will satisfy the training in section (a), but not the requirement to hold the training prior to the organizational meeting, which is currently scheduled for October 27<sup>th</sup>. Administration is recommending that Council reschedule the October 27<sup>th</sup> meeting to November 3<sup>rd</sup>. This will place the orientation on the 30<sup>th</sup> prior to the organizational meeting and allow us to meet the requirements for section (a). This will have the added benefit of giving administration and council more time to coordinate the organizational meeting and the committee appointments that are approved at that meeting.

Administration is also recommending that council extend the time for orientation training under section (b) by 90 days. This orientation will be done throughout the month of November.

If Council chooses to reschedule the October 27<sup>th</sup> meeting to November 3<sup>rd</sup>, you may want to consider cancelling the November 10<sup>th</sup> Council meeting as that is a quick turnaround between meetings. Administration is recommending that Council do this.

**PROPOSED RESOLUTIONS:**

Moved by Councillor \_\_\_\_\_ to reschedule the October 27<sup>th</sup> Council meeting to November 3<sup>rd</sup> at 7:00pm.

Moved by Councillor \_\_\_\_\_ to extend the time for councillor orientation training under section 201.1.(1)(b) of the MGA by 90 days.

Moved by Councillor \_\_\_\_\_ to cancel the November 19<sup>th</sup>, 2025 Council meeting.

**APPLICABLE LEGISLATION:**

- 1.) MGA s. 201

PREPARED BY: Abe Tinney, CAO

DATE: October 8, 2025

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