



## REQUEST FOR DECISION

**MEETING DATE:** February 3, 2025

**TITLE:** Amendment to 2024 - 2025 Council and Governance and Priorities Committee Meeting Schedule

**DIVISION:** Strategic and Communication Services

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### SUMMARY:

Due to amendments to the *Municipal Government Act* (MGA) that took effect on October 31, 2024, key orientation session timing and presenter availability, it is recommended the 2025 Organizational meeting be rescheduled from Monday, October 27, 2025 to Thursday, October 30, 2025.

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### PROPOSED MOTION:

THAT the 2024 - 2025 Council and Governance and Priorities Committee Meeting Schedule be amended to change the Organizational meeting from Monday, October 27, 2025 to Thursday, October 30, 2025.

### BACKGROUND / ANALYSIS:

The 2024 - 2025 Council and Governance and Priorities Committee Meeting Schedule was approved at the October 28, 2024 Organizational meeting. As part of that approved schedule, the 2025 Organizational meeting was scheduled for Monday, October 27, 2025.

As per amendments to the MGA that took effect on October 31, 2024, the following topics must occur *prior to or on the same day as the first organizational meeting*. These topics would fall under the "Governance" orientation session:

- role of municipalities in Alberta;
- municipal organization and function;
- roles and responsibilities of council and councillors;
- the municipality's code of conduct; and

- roles and responsibilities of the chief administrative officer and staff.

The amendments to the MGA also require that training on the following topics must occur *prior to or on the same day as the first regularly scheduled council meeting or within 90 days of the first regularly scheduled council meeting if Council passes a resolution extending the time* for the orientation on the following topics:

- key municipal plans, policies and projects;
- budgeting and financial administration;
- public participation; and
- any other topic prescribed by the regulations.

A motion will be recommended to be passed at the 2025 Organizational meeting extending timing on these training topics.

Based on these legislative requirements and orientation session presenter availability, the proposed schedule for key Council orientation sessions and key Council meetings following the election are:

- Monday, October 27 (Afternoon) - Council Onboarding (Payroll and benefits overview, receipt of IT devices and setup, Escribe training, etc.)
- Tuesday, October 28 (Evening) - Governance session
- Wednesday, October 29 (Evening) - Parliamentary Procedure session / Mock Council meeting
- Thursday, October 30 (Evening) - Organizational meeting / Reception to follow
- Monday, November 3 (Evening) - First Regular Council meeting
- Wednesday, November 5 (Evening) - Municipal Finance and Corporate Planning session
- November 12 - 14 - ABMunis Convention
- Week of November 17 (Evenings) - Corporate Planning

Other orientation sessions that are still being determined will follow these key dates, as there is more flexibility as to when they may be scheduled.

Any Council or Governance and Priorities Committee dates following the 2025 Organizational meeting will be presented and approved as part of the 2025 - 2026 Council and Governance and Priorities Committee Schedule at the 2025 Organizational meeting.

### **OPTIONS / ALTERNATIVES:**

Council may choose to make other amendments to the 2024 - 2025 Council and Governance and Priorities Committee Meeting Schedule.

**CONSULTATION / ENGAGEMENT:**

n/a

**IMPLEMENTATION / COMMUNICATION:**

Upon finalization of the full Council orientation session schedule, the dates will be published on the election website and in the Candidate Handbook. It is anticipated this will occur by the end of Q1 2025. Although any Council meeting dates for the 2025 - 2026 term will not be approved until the 2025 Organizational meeting, the proposed first Regular Council meeting to follow the election and the Corporate Planning dates will also be communicated to candidates.

**IMPACTS:**

Changing the date of the 2025 Organizational meeting allows for the requirements of the MGA to be adhered to and ensures the new Council has received key onboarding and training prior to the Organizational meeting.

**FINANCIAL IMPLICATIONS:**

In July 2023, Council approved the 2023 Council Remuneration Review Committee's recommendation that effective the 2025 - 2029 Council term, Councillors be paid a honourarium for attendance at Council orientation sessions. Under the MGA, newly elected Councillors are not officially considered part of Council until the Organizational meeting.

As per the above, two orientation sessions will occur before the Organizational meeting. To ensure any newly elected candidates are eligible to receive the honourarium for those two sessions, the Council Remuneration Policy is proposed to be amended to indicate notwithstanding that newly elected Councillors are not officially a member of Council, they may receive the honourarium. It is anticipated the proposed amended policy will be brought to Council for approval by the end of Q2 2025.