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Our File No.: 71187-0195

December 27, 2024

Via Email: murray@cardstoncounty.com

Cardston County
1050 Main Street
Cardston, AB T0K 0K0

Attention: Murray Millward, Chief Administrative Officer

Dear Sir:

Re: Orientation 2025

As a result of the amendments to the *Municipal Government Act* arising from the adoption of Bill 20, *Municipal Affairs Statutes Amendments Act*, the **2025 orientation is mandatory and the majority of topics must be provided on or before November 3, 2025.**

Specifically, Bill 20 provides that orientation must be held prior to or on the same day as the first organizational meeting following the general election on the following topics: role of municipalities in Alberta; municipal organization and function; roles and responsibilities of council and councillors; code of conduct; and roles and responsibilities of the CAO.

In addition, the following topics must be covered prior to or on the same day as the first regularly scheduled council meeting: key municipal plans, policies and projects; budgeting and financial administration; public participation; and other topics prescribed in the regulations [currently, there are no relevant regulations]. However, Council may by resolution extend the time for the second part of orientation by up to 90 days.

In an effort to assist our clients and accommodate this challenging schedule, we are providing a two-part orientation in 2025:

- (1) **Part One** - A two-hour virtual orientation session offered prior to November 3, 2025 to cover the mandatory topics and ensure municipal councillors meet the statutory deadline. Given the time allocated, this will be a high-level review limited to content delivery.
- (2) **Part Two** – An in-person full day session, to be scheduled after November 3, 2025, which will provide the more traditional orientation session. Part Two will provide a more comprehensive review of the topics addressed in Part One, address the additional topics outlined in the legislation, review practical issues that arise in municipal governance, and

allow for discussion and questions. Part Two would be beneficial for not only councillors but senior administration.

When you schedule a full-day orientation session, after November 3, 2025, your municipality will be given access to the Part One virtual session for your councillors at no additional cost. Councillors may choose to attend any of the virtual sessions and there is no need for councillors from your municipality to attend the same session. Part One sessions will be provided on:

- October 23, 2025 from 5-7p.m.
- October 26, 2025 from 9-11a.m.
- November 1, 2025 from 9-11a.m.

Once a councillor has completed the session, we will advise for your records. The Part One session will ensure your councillors can meet the statutory requirements and timelines and prepare them for the subsequent Part Two session.

If you would like to schedule a full day orientation session, please contact the writer and we would be happy to discuss details.

Sincerely,

BROWNLEE LLP

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