

# Munis 101

**Learn the foundations of serving on municipal council and satisfy Alberta’s orientation requirements after getting elected.**

Recent changes to the *Municipal Government Act* ([section 201.1](#)) now mandate that every municipal elected official must attend orientation training on key topics that are essential to serving on council. All new and returning municipal elected officials must complete orientation training per the following timelines after being elected:

Part A Before or on the same day as the first organizational meeting after the election	Part B Before or on the same day as the first regularly scheduled council meeting*
<ul style="list-style-type: none"> <li>▪ Role of municipalities</li> <li>▪ Municipal organization and function</li> <li>▪ Roles and responsibilities of council</li> <li>▪ Roles and responsibilities of councillors</li> <li>▪ Code of conduct</li> <li>▪ Roles and responsibilities of the CAO and staff</li> </ul>	<ul style="list-style-type: none"> <li>▪ Key municipal plans, policies and projects</li> <li>▪ Budgeting and financial administration</li> <li>▪ Public participation</li> <li>▪ Any other topic prescribed by the regulations</li> </ul> <p>*A council may pass a resolution to extend the time for Part B training by up to 90 days.</p>

**EOEP’s one-day Munis 101 course meets all legislative requirements for the MGA’s mandated post-election training.**

The Munis 101 course, offered through Alberta’s [Elected Officials Education Program](#) (EOEP), is designed to provide the fundamental information that any new or returning municipal elected official needs to govern their community. You can pre-register your council for any of the Munis 101 courses that will be held immediately after the election and then supplement that training with information that is unique to your own organization (e.g. local plans and policies).

## Munis 101 Course Schedule in 2025 (subject to change)

Date in 2025	Day	Location	Time
October 25	Saturday	Online	9:00 am – 4:00 pm
October 26	Sunday	Online	1:00 pm – 8:00 pm
October 27	Monday	Online	9:00 am – 4:00 pm
October 30	Thursday	TBD - Near Edmonton	9:00 am – 4:00 pm
November 1	Saturday	Lethbridge	9:00 am – 4:00 pm
November 1	Saturday	Grande Prairie	9:00 am – 4:00 pm
November 2	Sunday	TBD - Near Calgary	1:00 pm – 8:00 pm
November 14-15	Friday & Saturday	Calgary – ABmunis Convention	Friday 2:00 pm – 5:00 pm Saturday 8:00 am – 12:00 pm
November 17	Monday	Edmonton – RMA Convention	8:30 am – 4:00 pm

## Quality Content

All EOEP courses are developed using subject matter experts from the municipal sector and reviewed by Alberta Municipalities and Rural Municipalities of Alberta.

## Experienced and Independent Instructors

Take advantage of having councillors learn from independent instructors who are experienced in the municipal sector and reinforce concepts without any perception of bias. EOEP instructors represent a mix of individuals from consulting firms, law firms, and current and retired municipal staff and elected officials.

## Cost Per Person

Online: \$295 + GST  
In-Person: \$395 + GST

## What you receive

Each participant will receive a course workbook, presentation materials, and the ability to ask questions during the course.

## Other Benefits

One of the key benefits of Munis 101 is the opportunity to connect with peers from municipal councils across Alberta. This course not only provides valuable knowledge but also creates a space for networking and collaborative discussions, allowing attendees to share experiences and build relationships that will support them throughout their council term.

## Can administrators take Munis 101?

Yes! CAOs and senior administrators can benefit from taking the course to understand the concepts being taught to your council so you can be on the same page.

## Request to Host a Course in Your Region

If you are looking for greater flexibility in scheduling, our [Hometown EOEP](#) program gives you the option to bring expert training directly to your council at a time and location of your convenience. Choose from online or in-person delivery and you can invite neighbouring municipalities to share in the experience and cost.

## Questions and to Register for Munis 101

Visit [eoep.ca](http://eoep.ca) or email [Registrar@eoep.ca](mailto:Registrar@eoep.ca).

*The Elected Officials Education Program is a non-profit proudly operated through a partnership of [Alberta Municipalities](#) and the [Rural Municipalities of Alberta](#) to support Alberta's municipal elected officials to serve their community effectively.*



# What is covered in the Munis 101 course?

Munis 101 meets all legislative requirements for mandatory post-election training by offering essential strategies and concepts for effective municipal governance.

## Role of Municipalities

- The purpose and autonomy of municipalities
- Provincial authority over municipal governments
- Introduction to the *Municipal Government Act*
- Types of municipalities and structures

## Municipal Organization & Function

- The municipality's role in delivering service
- Governance structure and council proceedings
- Decision making processes
- Understanding actions of council including voting and in camera sessions

## Roles & Responsibilities of Council, Councillors, CAOs, and Staff

- Roles and responsibilities of council as a whole
- Duties of individual councillors, including pecuniary interest and disqualification
- Roles and mandated duties of the CAO
- Council's role as an employer
- Understanding council/staff relationships and dynamics to promote accountability and collaboration
- Building an effective council and CAO relationship

## Code of Conduct

- Legislated requirements for a council code of conduct
- Importance of implementation of codes of conduct
- Addressing and resolving code of conduct complaints and violations

## Key Plans, Policies & Projects

- Policy frameworks for service delivery
- Managing key municipal plans, policies and projects
- Introduction to planning & development processes
- Hierarchy of planning documents and structures

## Budgeting & Financial Administration

- Funding sources: assessment, taxation, grants and user fees
- Responsibilities of elected officials and administration in financial oversight
- Key components of municipal finances, including asset management, business plans, operating and capital budgets

## Public Participation

- Importance and value of public engagement to build trust and foster collaboration with residents and taxpayers
- Differences between communication and engagement
- The role of elected officials in public engagement processes

The Elected Officials Education Program is a non-profit proudly operated through a partnership of [Alberta Municipalities](#) and the [Rural Municipalities of Alberta](#) to support Alberta's municipal elected officials to serve their community effectively.

