

Elected Officials Education Program (EOEP)

The Elected Officials Education Program (EOEP) is a comprehensive professional development program designed specifically for municipal elected officials. Established in 2007, EOEP is a non-profit partnership, jointly operated between Alberta Municipalities (Abmunis) and the Rural Municipalities of Alberta (RMA).

Purpose

EOEP equips municipal leaders with the knowledge and skills required under the Municipal Government Act (MGA) to govern effectively, lead strategically, and serve their communities with confidence. Courses reinforce practical understanding of:

- Council & CAO roles and responsibilities
- Strategic financial decision-making
- Ethical, transparent and accountable governance

Quality & Instructors

All EOEP courses are developed with subject matter experts from Alberta's municipal sector and reviewed by Alberta Municipalities and the Rural Municipalities of Alberta to ensure accuracy, neutrality and practical relevance. Courses are delivered by independent instructors who bring extensive experience from law, consulting, administration and elected office.

Certification

Participants who complete 7 Core EOEP courses are eligible to earn the Municipal Elected Leaders Certificate (MELC), awarded in partnership with the University of Alberta's Augustana Extended Education. The MELC recognizes a councillor's commitment to continuous learning & effective municipal governance.

Benefits & Flexibility

EOEP courses are offered in-person and online and are designed to be interactive and practical. All sessions provide councillors and administration with opportunities to share experiences and build lasting networks with peers across Alberta.

- **Administrator Access:** CAOs and senior staff are encouraged to participate to align understanding between council and administration.
- **Hometown EOEP:** Bring expert training directly to your municipality. Councils can host and online or in-person course locally and invite neighbouring municipalities to share costs and discussion

Learn More & Register

Visit www.eoep.ca or email registrar@eoep.ca for details on upcoming courses and registration options.

"Professional Development for Impactful Municipal Leadership"

Munis 101: The Basics of Municipal Government

- Understand how municipalities are structured, funded and governed under the MGA
- Learn how council & CAO roles, responsibilities & decision-making processes
- Build a foundation for effective service delivery, budgeting & public engagement, decision-making & finance basics

Land Use Planning & Approvals

- Learn how Alberta's planning framework guides growth & development
- Understand council's role in approving plans, bylaws & development decisions
- Practice evaluating proposals using evidence, policy & public input

Regional Partnerships & Collaboration

- Examine how collaboration strengthens service delivery and regional sustainability
- Learn practical models for shared services, joint planning & partnerships
- Build skills for communication, trust-building & conflict resolution

Strategic Planning

- Learn how strategic plans set direction and align budgets, policies & services
- Practice linking long-term vision to practical priorities & measurable results
- Explore how council & administration work together to implement and monitor plans

Effective Meetings

- Learn how to conduct efficient, transparent & respectful council meetings
- Understand motions, procedure & the role of chairs and members
- Build skills for productive debate, clear decisions & accurate records.

Budgeting & Finance

- Connects community vision to policy, budget & operations
- Explore how assessment, taxation & grants fund municipal services
- Explore how to read budget, reports & financial statements with confidence

Public Engagement

- Understand the purpose and legal framework for municipal engagement
- Learn how to balance public input with council's decision-making authority
- Develop approaches to manage expectations, conflict & misinformation

Service Delivery

- Explore how councils define, fund & evaluate the services residents rely on
- Compare delivery models & assess values, efficiency & community impact
- Understand how service levels, cost drivers & sustainability connect

Employment of the CAO

- Clarify council's role as an employer, from recruitment to evaluation
- Learn how to set expectations, review performance & set the CAO up for success
- Understand legal, contractual & relationship aspects of CAO employment

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