



Council and Administration Communication Framework

Council
Policy F12

Policy:	F12 – Council and Administration Communication Framework
Policy Department(s):	Council
Adoption Date:	August 26, 2019
Adoption Reference:	CM20190826.037
Effective Date:	August 26, 2019
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Policy Purpose

To establish a communication standard between Council and Administration and to identify organizational tools that will support effective and efficient decision-making processes while fostering a respectful working atmosphere.

Policy Statement

This policy sets out parameters for Council and Administration to enhance the understanding of their respective roles and responsibilities and to create a framework for communication between one another as established by this policy.

Definitions

“Administration” means CAO and Directors of the County;

“County” means the municipality of the County of Grande Prairie No.1 having jurisdiction under the Municipal Government Act and other applicable legislation;

“Council” means the duly elected Council members of the County of Grande Prairie No. 1;

“Councillor” means is a duly elected member of Council under the Municipal Government Act to represent a Division of the County of Grande Prairie No. 1 who continues to hold office;

“CAO” means the person appointed by Council to the position of Chief Administrative Office under the Municipal Government Act for the County or designate;

“Designate” means the person authorized by the CAO to conduct the duties and functions assigned to the CAO;

“Staff” means all employees of the County of Grande Prairie No. 1.

Policy Guidelines

1. Council and Administration acknowledge that:
 - 1.1. Council is the political and policy making body for the County;



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- 1.2. Council has one employee – the CAO;
 - 1.3. Administration performs the administrative and operational roles, led by the CAO;
 - 1.4. The Municipal Government Act identifies specific roles and responsibilities of Council, Councillors and the CAO;
 - 1.5. The legal responsibilities, functions and powers of Council and Administration are both inter-dependent and inter-related; and
 - 1.6. Council and Administration will always treat one another with respect and dignity.
 2. Councillors recognize the complexities and volume of operational tasks and activities of Administration, and therefore shall:
 - 2.1. Provide direction to Administration through policies, bylaws and resolutions of Council, clearly defining required actions;
 - 2.2. Provide timely direction and allow sufficient time for Administration to obtain relevant data and compile information on a subject matter for budget or decision-making purposes;
 - 2.3. Bringing forward all municipal matters that are not addressed in an existing policy or bylaw as these arise to Council by submitting a request to the CAO to add the topic to a Council agenda as per the County's Procedural Bylaw;
 - 2.4. Channel all communications with regards to a municipal matter through the CAO, with the exception of information that would readily be available to the public, the Reeve and the CAO shall be notified of all such requests;
 - 2.5. Channel any Staff performance issues to the CAO as concerns arise;
 - 2.6. Refer all requests from residents for service or information to the appropriate Director or the CAO;
 3. Administration shall assist Council in meeting their strategic priorities, policies, and programs, and provide professional advice while recognizing the value of Councillors' local/community knowledge, and therefore shall:
 - 3.1. Communicate without delay all external correspondence directed to a Councillor or to Council as a whole and CAO;
 - 3.2. Communicate all information requested by a Councillor to Council as a whole and CAO;
 - 3.3. Bring forward all municipal matters that are not addressed in an existing policy to Council as these arise through a Request for Decision;



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- 3.4. Channel all communication to Council through the CAO, particularly if the matter is outside of existing policy or budget;
 - 3.5. Commit to inter-departmental communications, promoting effective and efficient operations; and
 - 3.6. Advise the CAO when a Councillor's request for information and/or action may create an impact on performance/workload.
 4. To foster the organizational success, the following tools may be used (but are not limited to):
 - 4.1. CAO reports to Council;
 - 4.2. Quarterly financial and capital projects progress reports to Council;
 - 4.3. Request for Decision format with well researched information and options for Council to pursue/consider;
 - 4.4. Organizational Chart;
 - 4.5. Strategic Plan;
 - 4.6. Departmental Business Plans that support Council Strategic Plan; and
 - 4.7. Organizational success evaluation, CAO performance evaluation.
 5. The CAO shall:
 - 5.1. Coordinate actions and responses to be taken by Administration and Staff to verbal and written communications received from external sources and coordinate these with Council as appropriate; and
 - 5.2. Be responsible for monitoring compliance with this policy by Administration and Staff.
 6. The Reeve, or Deputy Reeve in his/her absence, shall:
 - 6.1. Coordinate action and response to be taken by Council to verbal and written communications received from external sources and coordinate these with the CAO as appropriate; and
 - 6.2. Be responsible for monitoring compliance with this Policy by Councillors.



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Attachments

N/A

References

Legal Authorities	Municipal Government Act, RSA 2000, c M-26
Related Plans, Bylaws, Policies, Etc.	Policy B1 – Policy Development Procedural Bylaw Council Code of Conduct Bylaw
Other	N/A

Revision History

Review Date	Description
October 21, 2024	Reviewed and amended OM20241021.015
February 7, 2022	Reviewed, Amended and Transferred from Legislative Services (B27) to Council (F12) – CM20220207.009
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